

ATLANTIC DIVISION NAVFACENGCOM INSTRUCTION 5100.17A

From: Commander, Atlantic Division, Naval Facilities Engineering Command

Subj: **COMMAND SAFETY AND HEALTH PROGRAM**

Ref: (a) NAVFACINST 5100.11 Series

Encl: (1) The Command Safety and Health Program Manual

1. Purpose. To promulgate Command policy, responsibility, and procedures for the implementation, management, and control of the Safety and Health Program within the Atlantic Division, Naval Facilities Engineering Command (LANTNAVFACENGCOM) as required by reference (a).

2. Cancellation. LANTNAVFACENGCOM 5100.17 of 9 OCT 96

3. Scope. This instruction applies to all personnel assigned to all component activities of the ATLANTIC DIVISION.

4. Policy. The Command policy is to support actively and to pursue aggressively all actions which will provide for:

a. A comprehensive, effective Safety and Health Program aimed at curtailing manpower and monetary losses due to mishaps;

b. A safe and healthful work environment for all Atlantic Division personnel (military and civilian);

c. The safety and health of personnel occupying or exposed to facilities designed and/or constructed under cognizance of the Atlantic Division; and,

d. Construction quality assurance programs and actions which help create a safe and healthful work environment for all contractor personnel.

5. Assistance to Others. Atlantic Division Safety Offices normally will not provide assistance on safety and health matters to any activity or organization outside the Atlantic Division chain of command except on specific request. When such assistance is provided, reimbursement for

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resources expended may be required, depending upon circumstances and Comptroller General guidance in effect at the time of the request.

6. Program Scope. The Command Safety and Health Program has the following basic elements: (1) Atlantic Division Personnel, (2) System Safety Engineering and Management, (3) Contract Construction, (4) Hazardous Material Control and Management, (5) Worker's Compensation, and (6) Environmental Safety and Health. These elements will be evaluated through Command inspections and reviews.

7. Action. The Atlantic Division shall implement and manage the Safety and Health Program in compliance with the directions set forth by enclosure (1).

8. Records. Records shall be prepared, maintained, and managed in conformance with the provisions of enclosure (1) and in consideration of the provisions of the Privacy Act of 1974.

9. Reports and Forms. Atlantic Division recurring report requirements are set forth within each applicable section, and are summarized by Appendix A of enclosure (1).

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**THE COMMAND SAFETY AND HEALTH PROGRAM
MANUAL**

Department of the Navy

**Atlantic Division,
Naval Facilities Engineering Command**

Norfolk, VA 23511-2699

Enclosure (1)

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REFERENCES

The following is a list of laws, regulations, instructions and other documents referenced in this instruction.

1. US Code Annotated

29 USC 651 Seq., Occupational Safety and Health Act of 1970
2 USC 552A, Privacy Act of 1974
5 USC, Freedom of Information Act
2. Executive Order 12196 of 26 February 1980, Occupational Safety and Health Programs for Federal Employees
3. 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs
4. Federal Acquisition Regulation (FAR), FAR 52.236-13, Accident Prevention
5. MIL-STD-882 Series, Military Standard, System Safety Program Requirements
6. SECNAV Instructions

5100.10 Series Department of the Navy Safety and Occupational Health Policy; Implementation of
5100.10 Series Department of the Navy Awards for Achievement in Safety Ashore
7. EM 385-1-1, Safety and Health Requirements Manual (US Army Corps of Engineers)
8. OPNAV Instructions

3500.39 Series Operational Risk Management
4110.2 Series Hazardous Material Control and Management (HMC&M)
5040.7 Series Naval Command Inspection Program
5100.8 Series Navy Safety and Occupational Health Program
5100.12 Series Navy Motor Vehicle Safety Program
5100.23 Series Navy Occupational Safety and Health (NAVOSH) Program
5102.1 Series Mishap Investigation and Reporting

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11010.20 Series Facilities Project Manual

12810.1 Series Federal Employees Compensation Act (FECA) Program

9. OCPMINST 12792.3 Series Department of the Navy Drug Free Workplace Program
(Office of Civilian Personnel Management)

10. NAVFACENGCOM Publications

NAVFAC P-313 Headquarters Organization Manual

NAVFAC P-1052 Occupational Safety and Health Program Improvement Plan

NAVFAC P-65 Contracting Manual

NAVFAC P-1040 Commanding Officer's Guide for Public Works Functions

11. NAVFACENGCOM Instructions

5042.5 Series Naval Command Inspection Program

5100.11 Series Safety and Health Program

5100.14 Series NAVOSH Deficiency Abatement Program Ashore

5100.16 Series Reporting of Unsafe/Unhealthful Working Conditions

11010.44 Series Shore Facilities Planning Manual

12. LANTNAVFACENGCOM Instructions

5100.16 Hazardous Material Control and Management

5100.18 Execution of Facility System Safety

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SECTION 1

RESPONSIBILITY AND ORGANIZATION

1.1 Responsibilities. Safety and Health Program establishment and execution is an inherent duty of command. Direction and control of the Safety and Health Program shall be through the chain of command, with line managers and supervisors being primarily responsible.

Commanding Officers of all Atlantic Division Components are responsible for the safety of their personnel, spaces, and operations and shall:

- a. Organize, staff, and maintain a Component Safety Office.
- b. Establish and implement an effective and aggressive Safety and Health Program that is integrated throughout the Component, with program information distributed to all personnel.
- c. Issue a Safety Policy Statement within 30 days after assumption of command, reflecting Commanding Officer commitment to the Safety Program.
- d. Establish clear lines of accountability for safety.
- e. Ensure that Safety Policy Councils and Committees are established.
- f. Conduct an investigation of all mishaps, and take appropriate corrective action.
- g. Ensure that all Component workplaces are inspected at least annually.
- h. Establish a program to abate all noted safety and health hazards.
- i. Develop procedures to recognize and measure satisfactory, superior, and deficient safety performance by both supervisors and employees.
- j. Provide an annual Safety Program Assessment and Improvement Report to Atlantic Division Headquarters for inclusion into the Atlantic Division Safety Improvement Plan, to be published not later than 31 October annually.
- k. Establish and implement a Component safety training program.
- l. Coordinate occupational health/industrial hygiene support to the Component.
- m. Assign a Component System Safety Engineer to implement a local System Safety Engineering Program, and ensure that all Section 3 requirements of this Instruction are met.
- n. Acquire, maintain, conduct training for, and issue personal protective equipment as

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necessary to protect employees.

o. Ensure that a process is established for employees to report unsafe/unhealthful working conditions.

Headquarters and Component Safety staffs must share resources and expertise to provide required and desired safety services to all employees. An Atlantic Division Safety Responsibilities Matrix that defines headquarters and component responsibilities for Safety Program elements is included as Appendix 'M'.

All Atlantic Division Safety Offices shall provide Safety Program administration and coordination services, including providing safety and health advice/recommendations.

1.1.1 Safety and Health Office. The Safety and Health Office shall perform the functions and fulfill the responsibilities established in OPNAVINST 5100.23. The Head of the Office shall be a Safety Manager/System Safety Engineer.

1.1.2 Line Supervisors. Line supervisors are responsible and shall be held accountable for the safety and health of personnel in their work places. Their responsibilities shall include ensuring that employees receive safety and health training, safety enforcement, workplace inspections, obtaining necessary personal protective equipment, unsafe/unhealthful condition report investigation and follow-up, reviewing and documenting employee safety performance, and investigating mishaps involving their employees.

1.1.3 Individuals. Each individual in the Command shall follow all safety and health rules, regulations, and instructions and any other safety direction given by the individual's supervisor. They shall report immediately to the supervisor, any injury, illness, disease or Government property damage caused by a mishap, and also report any noted unsafe/unhealthful working conditions, assisting in the correction of these conditions where possible.

1.2 ORGANIZATION. Separate LANTDIV Headquarters' offices, as described below, shall perform safety and health functions.

1.2.1 Safety and Occupational Health Manager (Code 09K). A staff office assigned to the Vice Commander. The office shall administer the program element for personnel (Section 2), and have technical cognizance over and coordinate all activity safety and health matters including system safety engineering, (Section 3), and construction safety, (Section 4). The incumbent will be dual-hatted as the System Safety Engineer, Code CI4, reporting to the Capital Improvements Business Line Manager for administrative purposes.

1.2.2 Safety and Health Specialist (Code CI52). A staff function assigned to the Construction Division and reporting to the Head, Construction Engineering Branch (Code CI52). This individual shall be responsible for all safety and health matters relating to contract construction (Section 4). The incumbent will be dual-hatted as LANTDIV Safety Advisor, Code OP4, reporting directly to the LANTDIV Operations Officer/Safety Officer

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SECTION 2

LANTNAVFACENGCOM PERSONNEL

2.1 APPLICABILITY. This Section is applicable to ATLANTIC DIVISION Headquarters and all ATLANTIC DIVISION activities at all levels of command. It encompasses all civilian personnel assigned to the Command and all foreign nationals employed by the Command. Except for ATLANTIC DIVISION mishap reporting requirements and reports of unsafe/unhealthful conditions, the provisions of this Section also apply to all military personnel assigned to the Command.

2.2 DISSEMINATION OF INFORMATION. The Commander shall promulgate to all personnel, through letter or other written media, the activity's policy on safety and health. Applicable information, as set forth below, shall be posted in conspicuous places.

a. The poster titled "Department of Defense Safety and Occupational Health Program Post (DD Form 2272)". This poster informs personnel of safety protection and obligations.

b. Procedures for reporting of unsafe/unhealthful working conditions, and appealing determination thereof.

c. The location(s) where personnel can review copies of the Occupational Safety and Health (OSH) Act as it pertains to Federal agencies, OSH standards as set forth in 29 CFR 1910, 29 CFR 1960, Executive Order 12196, occupational safety and health council's actions and recommendations, and various documents on the activity's Safety and Health Program.

d. An annual summary of the activity's occupational injuries and illnesses. (See Section 2.9.7).

e. Commander's safety and health policy statement.

2.3 CODE 09K FUNCTIONS AND RESPONSIBILITIES. The Atlantic Division Code 09K is responsible for the development, administration, and coordination of all facets of the safety program, including system safety engineering, contract construction safety monitoring, and overall safety and health monitoring of ROICC offices. General responsibilities for implementing and maintaining an effective Safety and Health Program are set forth in Section 1. Detailed Code 09K functions and responsibilities are set forth below.

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2.3 a. Develop mishap prevention and loss control and programs; coordinate implementation by management; measure effectiveness; and evaluate the costs resulting therefrom.

b. Originate and prepare activity safety and health rules and regulations for approval and promulgation by the Commander.

c. Develop and provide general safety and health guidance to the Construction Safety Office (Code CI52).

d. Coordinate and evaluate safety and health tasks performed by Atlantic Division staff.

e. Schedule and conduct inspections and surveys to identify safety and health violations, hazards, and deficiencies in facilities and equipment.

f. Record safety and health violations and deficiencies, initiate actions for correction, conduct follow-up inspections, and maintain status report on actions taken.

g. Maintain complete and accurate records on the mishap, injury, and occupational illness history of the activity, and fulfill the reporting requirements established by OPNAV instructions.

h. Conduct occupational safety and health mishap investigations and studies; analyze reports of occupational injuries or illness and property damage to identify causal factors and determine trends; and initiate program improvement action accordingly.

i. Coordinate the motor vehicle mishap prevention program, as set forth in OPNAVINST 5100.12 with other offices responsible for performing portions of the motor vehicle safety program; analyze investigation reports of motor vehicle mishaps, make recommendations for corrective actions, and submit required reports to the Naval Safety Center.

j. Coordinate with Navy Occupational health officers and industrial hygienist on the identification and control of occupational health exposures, and with medical and employment personnel on the proper selection and job placement of personnel from a health standpoint.

k. Determine the requirements for personal protective equipment in hazardous operations and serve as technical consultant in the selection thereof.

l. Coordinate the implementation of sight conservation, hearing conservation, hazardous material, respiratory protection, and other special safety and health programs.

m. Facilitate safety training and education for management personnel, supervisors, and individuals in the work force. Conduct safety indoctrination training for new personnel.

n. Provide consultation service and guidance to all organizational elements and levels of supervision on the technical aspects of safety, the principles of hazard recognition and control,

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and the application of those principles as related to their property functions and operations.

o. Foster safety awareness on the part of personnel at all levels of the organization through appropriate promotional methods and channels of communication.

p. Coordinate the preparation of an annual budget reflecting funds needed for the Safety and Health Program, and report costs incurred.

q. Implement a hazard reporting system which provides personnel with a method of reporting unsafe or unhealthful conditions.

r. Cooperate with and provide safety advice on selection and placement of personnel.

s. Initiate actions to ensure that projects are developed and executed to abate occupational safety and health deficiencies, and monitor progress.

t. Coordinate the establishment of written objectives and annual goals for the Safety and Health Program and evaluate program performance.

u. Audit the system safety engineering effort to make sure it is applied properly.

v. Review plans, specifications, and scope of work statements for small purchase construction projects for LANTDIV spaces.

w. Review and provide guidance for potentially hazardous work

x. Review and validate specifications for equipment/material purchases.

y. Serve as the Atlantic Division Ergonomics Program Administrator and be responsible for coordinating this Program.

2.4 COMPONENT SAFETY RESPONSIBILITIES Each Atlantic Division Component Command will provide local safety services to their employees using trained safety representatives. The Atlantic Division Headquarters Safety Office will provide program administration and management services including safety instructions and criteria, written objectives and goals, system safety program guidance, an annual budget, and consultation services. All Atlantic Division safety and health policies are approved and promulgated by the Commander.

It is the responsibility of each Component Command to implement local safety programs and to ensure that all DOD, Navy, and Atlantic Division safety requirements and objectives are met, including those contained in this Instruction. Component Commands are generally responsible for safety training, periodic safety self-inspections, hazard abatement, mishap investigation and

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reporting, motor vehicle safety, coordination with host command safety and health personnel, issuing personal protective equipment, and other safety and health functions that are best accomplished at the local level. The Atlantic Division Headquarter's Safety Office will provide assistance in these areas to the extent that time constraints permit, or may arrange for assistance from other sources. Memorandums of Agreement will be issued for the provision of Headquarters safety services to Component Commands that are required on a regular basis, or which are known to require extensive time or resources.

2.5 **PROFESSIONALISM**. The Atlantic Division supports and encourages professional development of safety and health personnel. Emphasis will be placed on certification and selecting highly qualified persons to fill vacancies.

2.5.1 **CERTIFICATION**. Safety and health professionals throughout the Command shall be urged to take qualification examinations for Certified Safety Professionals (CSPs), Certified Industrial Hygienists (CIHs), or Professional Engineers (PEs) in the safety and health fields.

2.6 **TRAINING**. LANTNAVFACENGCOM shall plan, develop and provide safety and health training to all employees appropriate for the level of work performed. As a minimum, safety and health training plans shall include the requirements provided in 29 CFR 1960 Subpart H and OPNAVINST 5100.23.

2.6.1 **SAFETY AND HEALTH OFFICE ROLE**. The Safety and Health Office is responsible for maintaining safety and health training records. Indoctrination/orientation training shall be given promptly by the Safety and Health Office and arrangements made to give other required training as soon as possible after the person starts work. Manager/supervisors shall advise Code 09K of all transfers, new hires, promotions, and temporary promotions so that appropriate safety and health training can be scheduled. Code 09K shall give advice to and assist the training coordinators and supervisors in developing and providing required training. For occupational health training, technical guidance and assistance shall be obtained from the cognizant Industrial Hygiene servicing office.

2.6.2 **RECORDS**. Safety and health training records will be maintained by Code 09K for five years. Training documentation shall indicate the training subject, course description, length and date of training, instructors name; and each attendee's name, code, and signature. Managers and supervisors shall send copies of training records to Code 09K for all safety and health training provided to themselves or their employees by outside organizations, and shall maintain records of in-house training in their work areas.

2.6.3 **SAFETY AND HEALTH STAFF TRAINING**. To support an effective safety program, all safety and health staff members must be individually qualified for their assigned positions. A well developed training program that meets the requirements of OPNAVINST 5100.23 and that allows for individual career and professional development is essential.

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2.6.4 ATLANTIC DIVISION HEADQUARTERS MANAGEMENT/SUPERVISOR TRAINING REQUIREMENTS. Each LANTNAVFACENGCOM Headquarters manager and supervisor shall participate in safety and health training on at least an annual basis, and newly appointed supervisors shall receive this training within 3 months after appointment. Code 09K provides required annual training, and will provide training for newly appointed supervisors.

2.6.5 EMPLOYEE SAFETY TRAINING. All supervisors shall ensure that safety training is provided to their personnel, and that a safety training log is maintained. Some form of monthly safety training is required. Safety newsletters or other information provided by the Safety Office may be used. Training topics should include hazardous materials, electrical safety, mishap reporting, program goals, hazard recognition, employee rights and responsibilities, and specialized training appropriate to the work performed.

2.6.6 CARDIOPULMONARY RESUSCITATION (CPR) TRAINING. No civilian LANTNAVFACENGCOM employees are required to have CPR training as a condition of employment, however, employees are encouraged to participate in this training. Codes 09K/CI52 monitor course availability and will provide course information upon request.

2.7 PERSONNEL HAZARD PROTECTION. Hazards in processes, equipment, facilities and environments shall be eliminated by using engineering controls if at all possible. If not possible, or until controls through engineering are in place, other means of providing equal or better protection shall be used. These include, but are not limited to substitutions, process changes, administrative controls, and use of personal protective equipment. They shall be determined by the Safety and Health Office in coordination with the responsible supervisor.

2.7.1 PERSONAL PROTECTIVE EQUIPMENT (PPE). Safety professionals and/or industrial hygienists shall evaluate hazards in workplaces to decide what PPE is needed. All personnel shall follow requirements established in OPNAVINST 5100.23 for proper use and maintenance of PPE. No equipment shall be procured that does not meet American National Standards Institute (ANSI) Standards, applicable DoD or Navy standards, or is not certified by the National Institute of Occupational Safety and Health (NIOSH) or the Mine Safety and Health Administration (MSHA), as applicable. Defects or malfunctions noted in stock numbered protective equipment shall be reported in accordance with NAVSUPINST 4440.120.

2.7.2 STORAGE AND MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT. Supervisors shall be responsible for storage of protective equipment, cleaning and disinfection, and timely replacement of stock and repair items. Storage facilities shall be provided to protect against environmental conditions which might degrade the effectiveness of the equipment or result in contamination during storage.

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2.7.3 MEDICAL EVALUATIONS. Appropriate medical evaluations to determine worker capability to perform assigned tasks shall be conducted when there is a reasonable expectation that the use of protective equipment may result in additional physiological stress.

2.7.4 ENFORCEMENT. The Atlantic Division Safety Offices shall ensure that personal protective equipment worn by personnel is properly fitted and that compliance with its prescribed use is enforced. All levels of supervision and management shall become involved in this effort by personal example and precept. In cases of noncompliance, additional education and training is the preferred corrective action. However, disciplinary action as a corrective measure against the offender and the supervisor, as appropriate, may be taken.

2.7.5 PERSONAL PROTECTIVE EQUIPMENT TRAINING. With advice and guidance from the Safety Offices, supervisors shall provide appropriate training to affected personnel in the selection, use, inspection, and care of personal protective equipment required for work situations. Records of training shall be maintained by the cognizant supervisors.

2.7.6 PERSONNEL HAZARD PROTECTION PROGRAMS.

a. Foot Protection: Atlantic Division employees who routinely or occasionally must work in foot-hazardous areas, as determined by their supervisor and by the OSH Office, will be required to wear safety shoes. Work operations designated as foot hazardous include construction sites, material handling operations, vehicle repair shops, etc.

Supervisors shall designate the individuals authorized to purchase safety shoes at Command expense, and shall assure that the designated individuals wear their safety shoes while working in foot hazardous areas. A maximum of one pair of shoes per employee per year will be permitted. Cost for the purchase of safety shoes will be charged to the applicable supporting program for the respective Division.

Supervisors shall approve employee requests to purchase safety shoes at Command expense. Once authorized, employee shall purchase only ANSI Z41.1 approved safety shoes. Regardless of the style or source of the safety shoes, a maximum of one hundred and ten dollars (\$110) is imposed for reimbursement. The individual must bear all costs above \$110.

It is mandatory that the steel toe cap of the safety shoes purchased meet the maximum impact requirements (Class 75) of American National Standards Institute (ANSI) Z41.1 standard and be labeled as such. Only leather shoes with hard soles which are ANSI approved for construction are authorized for reimbursement. Canvas type tennis shoes are not acceptable for foot hazard protection and reimbursement for this type of shoe will not be authorized.

Individuals must submit the original paid purchase receipt from the retailer and a statement certifying that the safety shoes purchased meet the ANSI Z41.1/75 standard to Code FM1 via their supervisor using Standard Form 1164. (See Appendix K)

Replacement of lost or stolen safety shoes shall be the responsibility of the employee.

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b. Sight Conservation. All employees whose duties require them to work in eye hazardous areas will be provided with safety glasses conforming to American National Standards Institute (ANSI) Z87.1. Eye hazardous areas at LANTNAVFACENGCOM include photo labs, battery charging areas, and areas where hazardous material is sprayed, transferred, or used, and the material safety data sheet for that material indicates a need for eye protection. Any employee totally blind in one eye or adjudged to be industrially blind in one eye by medical standards, is considered to be engaged in eye-hazardous work regardless of his occupation and shall wear protection eyewear at all times.

Protective/corrective eyewear will be Command-funded on the basis of a prescription not more than six months old, and may be reissued by new prescription every two to three years, or more often if medically advised. The use of contact lenses in any eye-hazardous occupation or area is prohibited.

Supervisors are responsible for ascertaining the need for safety glasses for their employees. If there is any doubt about eye hazard determinations, the supervisor shall contact the servicing Safety Office. When it is determined that safety glasses are required, the following action shall be taken:

(a) Supervisors shall request approval to purchase safety eyewear at Command expense. All requests shall be approved by the employee's supervisor before safety eyewear is purchased.

(b) Upon approval, the employee will be permitted to purchase safety eyewear with reimbursement to follow, in accordance with the following:

(1) For single vision safety glasses, a maximum \$100 ceiling is imposed for reimbursement.

(2) For bifocal safety glasses, a maximum \$125 ceiling is imposed for reimbursement.

(3) For trifocal safety glasses, a maximum of \$150 ceiling is imposed for reimbursement.

(4) Actual expenses will be approved for safety glasses with special prescriptions requiring spherical powers of 7.00 diopters and above, and/or cylinder powers of 4.00 diopters and above, and/or prism correction.

(c) Reimbursement payments will be processed by having the individual submit the original paid purchase receipt and a statement certifying that the safety glasses purchased meet the ANSI Z87.1 standard for industrial safety eyewear. Submit to Code FM1 using Standard Form 1164. (See Appendix K).

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(d) If an individual desires to procure safety glasses through their local activity, LANTNAVFACENGCOM will reimburse the activity the total cost.

2.7.7 ASBESTOS. The Atlantic Division follows the health and environmental protection standards and control measures for asbestos which are in chapter 17 of OPNAVINST 5100.23, and 29 CFR Parts 1910 and 1926 as applicable. Entry into asbestos work areas by Atlantic Division employees shall be supervised by a "Competent Person". Competent persons, inspectors, supervisors, planning personnel, and others involved in monitoring asbestos operations shall receive training and accreditation in accordance with local and state laws. Where state laws do not exist, personnel should receive training through Environmental Protection Agency (EPA) accredited programs. Guide specification NFGS-02080, "Removal and Disposal of Asbestos Materials", shall be used in all contracts which involve removal of materials containing asbestos.

2.7.8 HEARING CONSERVATION.

a. The requirements of OPNAVINST 5100.23 apply to civilian and military personnel assigned to duties involving high intensity noise exposures of the type encountered on construction projects, airfields, etc. Personnel with these duties shall be provided with annual audiograms and hearing protective devices. Supervisors shall schedule annual audiograms for all employees in the Hearing Conservation Program with the servicing Occupational Health Clinic.

b. All military and civilian personnel shall, to the extent feasible, receive audiometric examinations as part of their routine physical examinations. In addition, each person (civilian or military) assigned to duty involving exposure to high intensity noise shall have a reference audiogram on file. This reference audiogram will be used as a baseline in computing any possible future threshold shift.

c. Hearing protective devices will be provided by LANTNAVFACENGCOM Codes 09K and CI52 for personnel exposed to noise levels in excess of 84dB.

2.7.9 HEAD PROTECTION. Protective headgear shall be worn by Atlantic Division employees while on construction sites, or any other areas where they are exposed to injury from flying or falling objects. Protective headgear is provided by the Command at no cost to the employee and shall meet the requirements for Class A or Class B headgear as defined by ANSI Z89.2.

2.7.9.1 INSPECTION. Protective headgear and components shall be visually inspected on a daily basis for signs of damage (i.e., dents, cracks, etc.) that might reduce the degree of safety originally provided. Also, headgear will periodically be inspected for ultraviolet degradation as evidenced by cracking or flaking of the helmet. Drilling holes or altering the integrity of the hard hat is prohibited.

Rank/rate insignia for military personnel shall be the clear adhesive-backed decal. The insignia will be 1-1/4 inches above the brim on the hard hat front.

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The employee's name printed in black, block 1/4 inch letters on clear background tape is to be centered below the insignia at the brim line. For civilian personnel, position title information may be placed above the name on the front of the hard hat provided lettering type and size match the name. Hard hats are white in color and manufactured with a permanently imprinted safety symbol on the left side and the Atlantic Division insignia on the right side.

A 1 inch wide, 20 inch long reflective green band is attached around the hard hat above the accessory slots located on each side of the hat. The band is manufactured with applicable OICC, EFA or EFD name centered at the rear of the hat. The ends of the band will be pointed and will terminate equal distance on the sides at the front of the hat. The ROICC or other division name is to be printed using adhesive tape with black, block 1/4 inch letters on clear background similar to the name in paragraph a. above and centered at the rear of the hard hat below the reflective band.

2.7.10 BACK INJURY PREVENTION AND CONTROL PROGRAM. The Atlantic Division has established a back injury prevention and control program in accordance with the requirements of OPNAVINST 5100.23. Appendix J of this Instruction provides guidance. Back injury prevention is a high priority Command goal. Safety Managers shall be responsible for implementing Program requirements in their work areas.

2.7.11 OCCUPATIONAL HEALTH. OPNAVINST 5100.23 assigns the responsibility for providing occupational health support for Department of the Navy activities to the Naval Hospitals. Program areas include workplace monitoring, industrial hygiene surveys, medical surveillance, engineering reviews, personal protective equipment and consultation. Servicing industrial hygiene offices now make surveys of Atlantic Division Component Commands on a bi-annual basis.

2.7.12 CONFINED SPACE ENTRY. Confined space entry shall be in accordance with Appendix G.

2.7.13 HAZARDOUS MATERIALS. Code 09K is the Hazardous Material Control Program Manager, and shall be responsible for overall program coordination. Appendix F provides specific guidance regarding hazardous material handling, use, storage, and disposal. LANTNAVFACENGCOMINST 5100.16 outlines the hazardous material control and management program for this command, and assigns individual responsibilities for ensuring proper container labeling, controlling inventory levels, employee information and training, material safety data sheets, personal protective equipment, and contractor operations.

2.8 OCCUPATIONAL SAFETY AND HEALTH STANDARDS. The Department of the Navy has adopted OSHA (Occupational Safety and Health Administration) standards. It is the Atlantic Division's intent to comply fully with these standards, and with other applicable governing statutory standards. Atlantic Division Field Activities may apply more stringent exposure criteria, such as threshold limit values, tolerances or monitoring frequencies than those in the OSHA standards. The latest edition of an OSHA reference standard may be used when it offers equivalent or greater protection than the existing OSHA standard. In overseas areas not

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covered by the OSH Act, (i.e., all overseas areas except Puerto Rico, the Virgin Islands, and the Canal Zone), occupational safety and health standards of the host country shall be adopted. These shall be supplemented by OSHA standards, and locally developed standards as deemed appropriate.

2.8.1 ALTERNATE STANDARDS. Any activity which determines that an adopted standard must be modified for application on a particular working condition shall request approval of alternate standards. Requests shall include the reason for the alternate standard, interim safety/health measures, and comments from representatives of personnel at the activity on adoption of the standard. Requests shall be forwarded through LANTNAVFACENGCOM to NAVFACENGCOM Headquarters for further processing.

2.8.2 SUPPLEMENTARY STANDARDS. Any activity which considers that a new or emergency standard is required to cover conditions for which no regulatory agency has issued a standard, shall obtain comments from representatives of personnel at the activity on adoption of the standard, and submit recommendations to NAVFACENGCOM Headquarters via the LANTNAVFACENGCOM Safety Office for further processing. Requests shall include the reason for the standard and interim safety/health measures.

2.8.3 DIFFERING/CONFLICTING STANDARDS. In cases where two or more standards exist which are similar, but have differing degrees of protection, the most stringent shall apply unless otherwise approved by NAVFACENGCOM Headquarters. In cases of conflicting standards, recommendations with a request for resolution shall be submitted to NAVFACENGCOM Headquarters.

2.9 MISHAP INVESTIGATION AND REPORTING

2.9.1 Any person who is injured or becomes ill because of a work-related mishap, or is involved with a mishap which causes damage to Government property shall report it promptly to their supervisor. The supervisor shall report the mishap to the Safety and Health Office and the servicing Human Resources Office within 24 hours.

2.9.2 Supervisors, with help as needed from the Safety and Health Office, shall promptly investigate every mishap, major or minor, and shall handle the investigation as a search for facts. A U.S. Department of Labor Form CA-1 shall be prepared and forwarded to the appropriate Human Resources Office with a copy to the Safety Office. The supervisor shall:

- a. Determine whether any corrective actions are needed.
- b. Follow-up to assure that all necessary actions are completed promptly, and
- c. Complete an Accident Investigation Report and submit to the Safety Office within 5 working days following the accident.

2.9.3 The Safety and Health Office will review mishap reports for adequacy and ensure that corrective measures are identified and implemented.

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2.9.4 Any construction contractor accident resulting in a fatality requires a "JAG" investigation as set forth by SECNAVINST 5211.5C. This investigation is to be separate from the report required by this instruction.

2.9.5 REPORTING REQUIREMENTS. LANTNAVFACENGCOM shall comply with NAVFACENGCOM reporting requirements which are summarized in Appendix A.

2.9.6 EMPLOYEE RETURN TO WORK ON LIGHT DUTY. Supervisors shall offer rehabilitating employees an opportunity to return to work on "light duty" status when feasible. Job assignments should consider the employee's limitations and should be flexible, since the employee may need to be absent at intervals for medical treatment. Coordinate with the Human Resources Office during the rehabilitation period.

2.9.7 LOG OF INJURIES AND ILLNESSES. All Atlantic Division Safety Offices shall maintain a "Log of Navy Occupational Injuries and Illnesses"

2.9.8 RETENTION OF RECORDS AND REPORTS. Applicable records and reports shall be retained for a period of five years following the end of the calendar year to which they relate.

2.9.9 PRIVACY ACT REQUIREMENTS. All records shall be maintained in accordance with provisions of the Privacy Act of 1974.

2.9.10 POSTING. Completed copies of OPNAV 5100.5 showing annual statistics on injuries and illnesses shall be posted in conspicuous places within 45 days after the end of the fiscal year and left in place for at least 30 days.

2.9.11 DRUG TESTING. Under the Drug Free Workplace Program, (DFWP), employers may require personnel to submit to drug testing whenever reasonable suspicion exists to believe that an employee may be under the influence of drugs or alcohol while in a duty status.

2.9.12 RECORDING PROCEDURES (Civilian). LANTNAVFACENGCOM shall keep a "Log of Navy Civilian Occupational Injuries and Illnesses", OPNAV 5102/7, in accordance with the requirements of OPNAVINST 5102.1. In addition, a supplemental record containing applicable OWCP forms, mishap reports, etc. shall be maintained for each entry on the log.

2.9.13 RECORDING PROCEDURES (Military). An injury/illness log for military personnel, with on-duty and off-duty mishaps recorded separately, shall be maintained.

2.9.14 SERIOUS MISHAP INVESTIGATION. (Navy Civilian Personnel) Formal investigations, conducted by an appointed accident investigation board, are required for all serious mishaps which involve the death of one or more Navy (civilian) personnel, hospitalization of 3 or more persons, or damage to government property of \$200,000 or more.

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2.9.14.1 INITIAL NOTIFICATION. Each serious mishap, as defined above, environmental project mishaps resulting in one or more lost workdays, or any mishap which may generate a high level of public interest or higher echelon attention (i.e, environmental contamination) shall be reported to Headquarters within 24 hours after occurrence.

2.9.14.2 ACCIDENT INVESTIGATION BOARD. The Commander, NAVFACENGCOM shall designate accident investigation boards for serious mishaps. Board members will be notified by message and should arrive at the mishap site within 48 hours after the mishap.

2.9.14.3 REPORTS. Serious mishap reports will be approved by COMNAVFACENGCOM and forwarded to Commander, Naval Safety Center for retention. A summary report containing findings of fact, events, causal factors, and recommended corrective actions will be forwarded to the activity and others as deemed appropriate. The Atlantic Division shall initiate corrective measures and submit progress status reports to the NAVFACENGCOM Safety and Health Director every 60 days until corrective actions are completed.

2.9.14.4 RELEASE OF INFORMATION. The report of a serious mishap investigation is considered an internal communication within the Department of the Navy. Its sole purpose is to help prevent further mishaps. Thus, it shall not be used as evidence in disciplinary actions, for deciding misconduct or "line of duty" status cases, before evaluation boards, or to decide liability or administrative claims for or against the Government. Also, it is not to be released for use in any civil or criminal legal proceeding without a court order. Access to the complete report by anyone outside the Department of the Navy is subject to exemption from disclosure under the Freedom of Information Act. However, subject to law or court order, a summary of factual information in the report may be released. This includes such things as date, time, and location of the mishap, material, system, equipment, and objects involved, weather, photographs, damage reports, maps, job related orders and directives, and severity of the mishap. Request for the release of such information shall be forwarded to COMNAVSAFECEN.

2.9.15 COMMANDER'S REVIEW OF LOST WORKDAY MISHAPS. Safety Offices shall advise Commanders, Commanding Officers, or their respective deputies of any mishap that requires the submission of a Safety Investigation Report per OPNAVINST 5100.23. The Head of Mid-Atlantic Operations shall be the Reviewing Officer for that Component and will review these mishaps with the cognizant first-line supervisor and/or next level of management involved to determine compliance with established standards and procedures, identify cause(s), and to take corrective action. Code OOB is the Reviewing Officer at LANTDIV Headquarters. Code 09K and HRO shall participate in mishap reviews as requested.

2.10 REPORTS OF UNSAFE/UNHEALTHFUL CONDITIONS. All employees are responsible for reporting unsafe or unhealthful working conditions. Each supervisor, with help from the Safety Office, is responsible for taking action on any such reported condition which comes under his/her cognizance. Anyone who is assigned work under conditions which they believe are likely to cause their death or serious injury or illness has the right to refuse to do the work. All Atlantic Division Safety Offices shall:

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- a. Publicize existence of a hazard reporting system, including information to personnel on their rights and responsibilities regarding hazardous conditions.
- b. Protect the identity of persons making reports, if asked by the persons themselves.
- c. Investigate and act on anonymous reports in the same manner as on other reports.
- d. Encourage oral reporting to supervisors as the quickest and most effective way to find and correct hazards.
- e. Publicize step-by-step procedures and processing channels for reporting conditions believed to be unsafe/unhealthful and appealing decisions on the reports. Stress the need for following the procedures and channels to avoid delays.
- f. Give timely and effective response to originators of reports on unsafe/unhealthful conditions, and conduct an immediate investigation of reports of "imminent danger".
- g. Maintain contact with reporting individuals to make sure these personnel are not subjected to retribution, interference, coercion, or discrimination because they took part in the activity's OSH program. (Allegations of reprisal for this shall be filed under grievance procedures).
- h. Ensure that notices advising personnel of serious unsafe or unhealthful working conditions are posted close to the hazard, and that they remain posted until the hazard is eliminated or controlled.

2.10.1 PROCEDURES FOR REPORTING AND RESPONDING.

2.10.1.1 METHOD OF REPORTING. Reports of unsafe or unhealthful working conditions should be given orally or in writing to the immediate supervisor, or directly to the Safety and Health Office.

2.10.1.2 REPORT FORM. Written reports should be on OPNAV 5100/11 (shown in Appendix 10-A of OPNAVINST 5100.23) or equivalent. Blank copies of these forms, and procedures for their use, shall be placed in areas convenient to all personnel, such as near bulletin boards or timeclocks.

2.10.1.3 INITIAL RESPONSE. When a report of unsafe or unhealthful working conditions has been made, the supervisor shall investigate the conditions promptly, get help from the Safety and Health Office as necessary, take or initiate corrective actions, and keep the report originator informed of actions taken. The supervisor shall send a copy of all written reports to the Safety and Health Office for posting in a log. If a written report is given directly to the Safety and

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Health Office, Code 09K will discuss the seriousness of the hazard with the report originator and shall let the cognizant supervisor know that a hazard has been reported.

2.10.1.4. INVESTIGATION. The Safety and Health Office may investigate reports brought to its attention to assist the supervisor's investigation, facilitate resolution, evaluate recurring problems, etc. If the reported condition involves health instead of safety, the Safety and Health Office may request assistance from the cognizant medical authority. Alleged "imminent danger" situations shall be investigated within 24 hours. Serious conditions shall be investigated within 3 working days.

2.10.1.5 WRITTEN RESPONSES. The Safety and Health Office shall give a written response to the report originator within 10 working days after receiving the report. If a complete response is not possible, an interim report shall be given, telling when the complete response can be expected. If the investigation confirms that there is a hazard, the complete response shall include a summary of actions taken or to be -taken for abatement. If no hazard is found, the response shall include a summary of facts which supports the finding. The originator shall be encouraged, in the response, to discuss the matter with the Safety and Health Office if not satisfied with the response. The response also shall indicate the procedure through which appeals can be made.

2.10.1.6 LOG. A log of reports on unsafe/unhealthful conditions shall be kept by the Safety and Health Office. The log shall show, as a minimum, an activity assigned reference or file number, date reported, location and brief description of the condition, hazard severity in terms of "Imminent Danger" (ID), "Serious" (S), or "Other" (O), and date and nature of actions taken.

2.10.2 APPEALS. If the originator of a report is not satisfied with the written response, even after discussion with the Safety and Health Office, he/she may send an appeal to the head of the activity, and then to higher reviewing authorities if still not satisfied.

2.10.2.1 REQUIREMENTS. Each appeal shall be in writing, shall be signed by the originator of the report unless anonymity is desired, and sent to higher reviewing authorities per the sequence given in Section 2.10.2.3. When anonymity is desired, the head of the activity Safety and Health Office shall send the appeal on behalf of the originator. A copy of the appeal shall be sent to the one who gave the last written response to the report, or the authority which last reviewed the appeal. Each appeal shall give a description of the hazardous condition and the safety or health standard violated (if known); then to whom the report or last appeal was given, and their actions and decisions; and the reasons why there is still dissatisfaction.

2.10.2.2. ACTION ON APPEALS. Each appeal shall be investigated promptly, and written results given to the originator within 10 workdays after receiving the appeal. If the 10 workday response cannot be met, an interim report shall be given. If a decision or response is not received by the originator within 20 workdays, the originator may appeal to the next higher reviewing authority.

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2.10.2.3 SEQUENCE. If the originator of a report is dissatisfied with the response provided by the OSH Office, the employee may submit a written appeal to the Commander. If still dissatisfied, employee may appeal to the next higher level of command. Subsequent appeals may be submitted if the originator is still not satisfied with actions taken. The sequence of appeals shall be through appropriate reviewing authorities in the chain of command, then as listed below:

a. Chief of Naval Operations (OP-45), Navy Department, Washington, D.C. 20360.

b. Assistant Secretary of the Navy for Shipbuilding and Logistics, Navy Department, Washington, D.C. 20301.

c. Assistant Secretary of Defense for Manpower, Reserve Affairs and Logistics, The Pentagon, Washington, D.C. 20301.

d. Office of Federal Agency Safety Programs, U.S. Department of Labor, Washington, D.C. 20210, as a last resort. The appeal must describe the entire processing of the report and give reasons for dissatisfaction.

2.10.2.4 ACTION ON APPEALS. Each appeal shall be investigated promptly, and written results given to the originator with ten workdays after receiving the appeal. If the 10 workday response cannot be met, an interim report shall be given. If a decision or response is not received by the originator within 20 workdays, the originator may appeal to the next higher reviewing authority.

2.10.2.5 REPORTS AND RECORDS. Copies of reports, appeals, and records of actions taken shall be kept for five years after the end of the fiscal year in which the final action was taken.

2.11 INSPECTIONS

2.11.1 OSHA. Federal OSHA officials and representatives of the National Institute of Occupational Safety and Health (NIOSH) are authorized to enter and inspect Navy workplaces per the restrictions, procedures, and requirements given in OPNAVINST 5100.23.

2.11.2 ACTIVITY LEVEL. The LANTNAVFACENGCOM Safety and Health Office shall make scheduled formal inspections of workplaces to find unsafe or unhealthful working conditions. Also, investigations shall be conducted on reported unsafe/unhealthful working conditions. Actions shall be taken to eliminate or abate all hazardous conditions found as a result of these scheduled inspections and investigations.

2.11.2.1 FREQUENCY. Workplaces shall be inspected formally at least once a year. High hazard areas shall be identified based upon an assessment of risk mishap data, etc., and shall be

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inspected more often, as decided by management. The workplace supervisor shall make sure that daily safety inspections are made of conditions and operations under his/her control.

2.11.2.2 INSPECTORS. Only safety and health professionals or other persons who have been trained and qualified in hazard recognition and control shall make scheduled formal inspections.

2.11.2.3 CONDUCT. Inspections shall be made with or without prior notice, and should be made without prior notice if a better assessment of operating conditions can be made.

2.11.2.4 IMMINENT DANGER. An "imminent danger" situation is one where there is reasonable certainty that a hazard will cause death or serious physical harm, or loss of a facility or major property damage, immediately or within a short period of time. If any situations of this type are found during inspections, supervisors shall be told immediately; affected work shall be stopped immediately, all personnel (except properly protected ones needed for abating, the hazard) shall be removed immediately from the area, and abatement action shall be started promptly.

2.11.2.5 REPORTS. Written reports of formal workplace inspections shall be given to cognizant supervisors within 15 working days of the inspection, if supervisors will be responsible for accomplishing the required corrective actions. Reports of deficiencies which are noted to be prevalent in several work areas will be provided to all supervisors for the purpose of awareness and corrective action. Reports shall contain a description of each deficiency and its assigned Risk Assessment Code (RAC). Completed Section A of the NAVOSH Deficiency Notice (OPNAV 5100/12), shown in OPNAVINST 5100.23, shall be used for this purpose.

2.11.2.6 RECORDS. Inspection reports shall be kept at the activity for a period of five years after the end of the fiscal year in which the reports were made.

2.11.2.7 POSTING OF NOTICES. When a hazard, violation or deficiency is found which is given a Risk Assessment Code of 1, 2, or 3 by a safety and health professional, the Safety and Health Office shall fill in Section A of the NAVOSH Deficiency Notice (OPNAV 5100.12) and give it to the cognizant supervisor for posting. The supervisor shall fill in Section B to the extent known, and post it near the hazard or deficiency until abatement actions have been completed. The supervisor shall take or initiate action to abate the hazard or correct the deficiency or violation, put interim protective measures into effect until abatement/correction has been completed, and within 30 days of the date of the notice, finish completing Section B and return a copy of it to the Safety and Health Office. The Safety and Health Office shall approve interim protective measures which have been in effect for more than 60 days. Notices shall be kept for a period of five years after abatement of the hazard or correction of the deficiency/violation.

2.11.2.8 FOLLOW-UP INSPECTIONS. The Safety and Health Office shall make follow-up inspections on all deficiencies and violations found through inspections, investigations, reports from personnel on unsafe/unhealthful working conditions, or otherwise, to make sure that

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corrections have been or are being made

2.11.2.9 COMPLETION OF SAFETY RELATED REPAIRS IN LANTDIV HEADQUARTERS BUILDINGS. Only Code 09K, Code FM1, Code FM15B, or Code FM15D shall sign completion vouchers for safety related repairs unless this authority is delegated, in writing, to others.

2.11.3 SELF-EVALUATIONS. As part of the inspection and review program, LANTNAVFACENGCOM will conduct a comprehensive self-assessment of its safety and health program at least annually, and will develop an OSH Performance Improvement Plan, (OSHPIP). The OSHPIP will:

- a. Provide the basis for developing and implementing a plan of action to address program areas in need of improvement.
- b. Include program accomplishments from the previous year.
- c. Include the current situation, strengths, challenges, desired improvements, strategy, and specific improvement initiatives for each key program area.
- d. Include an analysis of Atlantic Division mishaps and compensation costs.

2.11.4 COMPLETION. OSHPIPs shall be completed by 31 October of each year and sent to the Commander, NAVFACENGCOM (SF). A copy of the report shall be forwarded to the NAVFACENGCOM OSH Support Office.

2.12 DEFICIENCY ABATEMENT.

2.12.1 ABATEMENT PLAN. The Safety and Health Office shall keep a list or log, called the "Abatement Plan", which shows all safety and health deficiencies in facilities, equipment and machines with an assigned RAC of 1, 2, or 3 and which cannot be corrected or abated within 30 calendar days of discovery. Minimum information for each deficiency is shown in OPNAVINST 5100.23. The plan shall be updated continuously to show new findings and status of corrections or abatements. A summary of it shall be given to the Commander/Commanding Officer of each Component Command every six months for review and action as needed. The abatement plan shall include any interim control measures in effect, and the abatement priority.

2.12.2 PROGRAMMING AND BUDGETING. Deficiencies shown in the Abatement Plan shall be prioritized, and made into projects for programming and funding under the general guidance and direction of OPNAVINST 5100.23, and the procedures in NAVFACINST 5100.14. A completed NAVOSH Deficiency Abatement Project format, shall be included along with other documents for Military Construction (MCON) projects. For projects to be funded with centrally managed O&MN, only a NAVOSH project format needs to be filled out and sent to NAVFAC Headquarters (SF) for approval.

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2.13 **COST DATA.** All Atlantic Division Safety Offices shall maintain occupational safety and health program cost data. This cost data shall be summarized on OPNAV FORM 5100/13 and submitted to NAVFACENGCOM (Code SF) at least annually. Cost data shall include: Safety and Health Office staffing and expenses, salary costs for full-time safety personnel, total cost of all OSH-related training, all travel and per diem costs associated with attending OSH training, conducting inspections or visits, and attending meetings, personal protective equipment, signs, posters, publications, consumables, etc. Also, testing devices and equipment for use by Safety and Health personnel, all personal protective equipment-related costs, deficiency abatement and System Safety Program costs, and any costs incurred for required workplace monitoring.

2.14 **COUNCILS/COMMITTEES.** The LANTDIV Executive Steering Group also serves as the Safety and Health Policy Council. This Council develops Command-wide Safety and health policies and guidance, and is chaired by the Commander. Council agenda items are provided by Code 09K. The LANTDIV Safety Committee is a working group comprised of Codes 09K, CI52WG, the Planning Rep. for Safety, and all assigned safety coordinators. See Appendix D for a detailed discussion of committee functions. The Safety Committee brings safety and health matters to the attention of the Council, and implements Council decisions. Both the Safety and Health Policy Council and the Safety Committee meet quarterly. Minutes of the meetings are kept in the Safety and Health Office for a period of five years. Codes 09K and CI52WG will maintain membership in the Hampton Roads Safety and Health Council.

2.15 **PERFORMANCE EVALUATIONS.** Performance evaluations of management and supervisory personnel shall reflect their personal accountability for implementation of the Safety Program. Managers and supervisors are expected to become familiar with and to comply with this Instruction and other command safety directives, and to participate in annual safety training. Appropriate recognition shall be given for superior performance, and corrective administrative action shall be given for deficient performance.

2.16 **REFERENCE LIBRARY.** The Safety and Health Office shall keep a technical reference library which covers the safety and health aspects of functions and operations of this activity.

2.17 **SAFETY AWARDS.** The safety awards covered by SECNAVINST 5100.15 apply to all LANTNAVFACENGCOM activities. Each activity shall publicize and review achievements and accomplishments, and upon meeting the selection criteria in the SECNAVINST, make nominations for the awards. To be eligible, activities must have received a rating of "Satisfactory" from NOSHIP and/or NAVFACENGCOM within the past two years. Guidelines for safety award submission are contained in NAVFACINST 5100.11.

2.18 **FALL PROTECTION.** Atlantic Division personnel may be required to work at heights during the course of assigned field duties. These duties may include such tasks as climbing ladders, inspecting towers, riding in man-lifts, making roof inspections, etc.

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In all cases where employees are assigned field duties involving work at 6 feet or more above a lower level, even for a short time, supervisors will review the job assignment in advance to ensure that adequate fall protection safeguards will be provided. Atlantic Division employee safeguards must comply with the fall protection requirements of the host activity, the Contractor's site safety plan where applicable, and OSHA 1926.501.

LANTDIV Code CI52WG is the Atlantic Division Fall Protection Coordinator and should be consulted regarding fall protection requirements. Also, NAVFACENGCOM has appointed a fall protection engineer who is a source of expertise on this subject.

2.19 FECA and EDP. Administration of the Federal Employees Compensation Act (FECA) Program and Environmental Differential Pay (EDP) is a responsibility of the servicing Human Resources Office (HRO), not the Safety and Health Office. However, each Office works in coordination with the other.

2.20 FECA. The HRO's role is to let civilian personnel know of their rights and responsibilities under FECA, and to give them instruction and assistance in making claims. Investigating and preparing reports of mishaps is the responsibility of the supervisor with help, as needed, from the Safety and Health Office. The supervisor is also responsible for notifying the HRO when potential fraud or abuse is suspected on any injury and claim. The HRO is responsible for:

- a. Validating OWCP cost data and reports
- b. Initiating follow-on action related to suspect cases
- c. Coordinating with the servicing Naval Hospital or clinic on notification of private physicians as to the availability of transitional work. (Light duty)
- d. Providing cost information/analysis at least quarterly to the Commander/Commanding Officer, and to the Safety and Health Office.

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SECTION 3

SYSTEM SAFETY ENGINEERING AND MANAGEMENT

3.1 **POLICY**. It is Atlantic Division policy to systematically address safety and health hazards, through use of the principles and techniques involved in system safety engineering and management. The system safety effort shall be commensurate with the potential hazards and the potential for loss of Government property, consistent with mission requirements and economical considerations, and shall comply with LANTNAVFACENGCOMINST 5100.18.

3.2 **APPLICABILITY**. The principles and procedures involved in system safety engineering and management shall be applied (1) during the planning and execution of projects for research, development, test, and evaluation, (2) to the procurement of special equipment undergoing new applications or significant design changes, and (3) during the planning and design phases of facilities acquisition.

3.3 **EXTENT OF EFFORT**. To arrive at the determination on the extent of effort to be applied in addressing safety and health hazards, the impact of hazards on personal safety, on mission continuity, and on property protection from loss will be evaluated. Facilities and equipment involving hazardous operations with a Risk Assessment Code of 1 or 2 shall be addressed. Facilities and equipment with a Risk Assessment Code of 3, 4 or 5 do not require the application of a specific system safety engineering effort; however, such facilities and equipment shall comply with all applicable safety and health criteria.

3.4 **FUNCTIONS AND RESPONSIBILITIES**

3.4.1 System Safety Engineer: The LANTNAVFACENGCOM Safety and Health Manager is responsible for the following:

- a. Provide technical advice, consultation service and training on system safety.
- b. Prepare procedures, processes, guidance and criteria for carrying out the system safety engineering program.
- c. Give guidance for deriving Risk Assessment Codes (RACs) through analytical means, and evaluate RACs assigned to facility construction projects.
- d. Develop "Scope of Work" statements for conducting Preliminary Hazard Analyses (PHAs), and for conducting other types of hazard analyses during design of facility construction projects.
- e. Conduct or help others to conduct PHAs, and assist in developing and monitoring contracts with outside firms to develop PHAs for selected projects.

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- f. Decide the types, quantities, and depths of hazard analyses which are to be conducted during design.
- g. Recommend that Atlantic Division Activities establish facility system safety working groups to review facility designs for new military construction projects and ensure that hazards are identified and controlled.
- h. Establish and maintain frequent contact with Activity Safety Managers to resolve functional safety problems.
- i. Review project planning documentation upon the request of the Base Development Planning Division or the Base Operations Division.
- j. Prepare extended Preliminary Hazard Lists during the project planning phase and include as part of Government Estimate of Fee documents.
- k. Prepare the statement of system safety engineering work for A/E design contracts when the project warrants a separate system safety effort.
- l. Review drawings, specifications, and hazard analyses to ensure that hazards are being identified, properly evaluated, and controlled.
- m. Participate on project teams for industrial facilities which involve complex processes or hazardous materials.
- n. In-house design projects sometimes require the application of a separate system safety engineering effort. This may either be accomplished by the Safety Office, or by an outside consultant. In either case, the system safety studies and report(s) should be made available to the in-house design team as early in the project design stage as possible. The Safety Office shall ensure that the following functions are performed:
 - (1) Schedule adequate man-hours to ensure that adequate resources are available.
 - (2) Participate in pre-design conferences and acquaint members of the design team with the purpose and implementation of system safety engineering. Team members shall also be provided with any unique safety or health design requirements, and any system safety engineering reports, preliminary hazard lists, or studies by outside system safety consultants that serve to identify project safety requirements.
 - (3) Perform system safety analyses to identify, evaluate, and recommend controls for safety and health hazards. The servicing Industrial Hygiene Office will be consulted on health hazards.

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(4) Review drawings and specifications to track the system safety effort, determine the applicability of safety codes and standards, and ensure that all hazards identified by Activity System Safety Working Groups, Preliminary Hazard Lists, and current safety standards have been addressed.

(5) Provide a summary of hazards identified, with associated RAC's and proposed controls, to accompany the project submittals that are sent to the activity or claimant at project stages. Additional submittals may be necessary for complex or highly hazardous facilities.

o. Evaluate through use of analytical means, proposed changes in either design or construction. This may include review of Government change order requests. System safety reviews at the project construction stages are to determine if the proposed changes will create new hazards to either contractor personnel or to the using activity, and the means of controlling these hazards.

p. Perform an audit function to ensure that system safety is applied in accordance with this and all other applicable instructions.

3.4.2 PLANNING REPRESENTATIVE FOR SAFETY. The Planning Representative for Safety is the liaison on matters pertaining to system safety in areas over which the Base Development Division has cognizance.

3.4.3 TRAINING. Unless experienced in using system safety engineering principles and techniques such as those found in MIL-STD-882, the designated System Safety Engineer and Industrial Hygienist shall receive appropriate training identified in current NAVFACENGCOM instructions. Other Atlantic Division engineers, architects, facility planners, safety and health managers, project managers, etc. who are involved with facility projects shall be encouraged to take training in system safety appropriate to the level of work performed.

3.4.4 INDUSTRIAL HYGIENIST. Naval Medical Center, Portsmouth, Virginia provides industrial hygiene support, consultation services, and design review assistance as requested, for Activities under their cognizance.

3.4.5 PROJECT PLANNING. The Base Development Division for MCON projects and the Base Operations Division for non-MCON projects shall perform the following functions:

a. Establish and maintain liaison with activity and claimant safety and health personnel.

b. Ensure that LANTDIV Form 5100/12, Preliminary Hazard List (PHL) and Risk Assessment Code (RAC) Validation is included in project documentation.

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c. Route the following to the System Safety Engineer for review:

- Planning documentation, with an extended Preliminary Hazard List or other similar list of customer-identified hazards, for projects where either an Activity Safety Representative or the EFD/EFA has assigned a RAC of 1 or 2 and;

- Planning documentation for projects with a risk assessment code, (RAC) of 3, 4 or 5, where the lower safety hazard RAC assigned to the overall project appears to be questionable. Projects such as hazardous material transfer/use, plating shops, paint shops, corrosion control hangars, explosives handling, weapons test facilities, etc., having a Risk Assessment Code 3, 4, or 5 are questionable.

3.4.5.1 A RAC is a quantitative estimate of the risk of injury, illness or property damage associated with the project as a whole, but it is usually based on the most hazardous facet of the project. A RAC is a required part of project facility studies (see NAVFACINST 11010.44E), and must be determined by the activities or claimants in accordance with OPNAVINST 5100.23. LANTDIV Form 5100/12 is also helpful.

3.4.5.2 Assignment of a risk assessment code (RAC) of “1” or “2” requires that an extended Preliminary Hazard List be developed for that project during the planning phase, with A/E response provided during the design phase.

3.4.6 FACILITY DESIGN. LANTNAVFACENGCOM shall apply system safety engineering to MCON and non-MCON projects which have a Risk Assessment Code (RAC) of 1 or 2. The RAC will be contained in the project planning documentation.

3.4.7 FACILITY SYSTEM SAFETY WORKING GROUPS, (FSSWG) - These groups are very helpful in identifying anticipated facility hazards and in providing recommendations for control. Regardless of whether FSSWG's are established or not, Atlantic Division safety offices will provide leadership to ensure that client safety and health controls are identified, evaluated, and communicated to the Architect/Engineer design team. Atlantic Division safety engineers shall ensure that post-occupancy evaluations are conducted with end-users to identify any residual safety and health concerns or hazards, develop lessons learned, and to determine whether design criteria improvements are needed.

3.4.8 OPERATIONAL RISK MANAGEMENT - Operational risk management principles, as defined in OPNAVINST 3500.39, complement the System Safety Program and shall be applied during project planning and design stages when identifying and assessing hazards, making risk decisions, and implementing controls. A key principle of both system safety engineering and operational risk management is that only the minimal level of risk necessary to accomplish a mission shall be accepted. Some examples of including unnecessary risk factors in facilities under design include:

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- a. Failure to include safe access to elevated machinery, overhead cranes, etc. when routine access for inspection and maintenance is anticipated.
- b. Providing severe fire or explosive hazard occupancies in building interior sections instead of on outside walls. This may force responding firefighters to proceed well into the building to fight a fire, exposing them to serious injury if containers rupture or explode or if the fire spreads unexpectedly.
- c. Failing to provide panic hardware on exit doors from high hazard areas, creating the potential for egress delays in an emergency.
- d. Designing congested equipment spaces which expose maintenance personnel to moving parts, cuts, burns, or other hazards.

The Operational Risk Management process incorporates the following key elements:

- * **Identify Hazards** - Identify hazards during the Planning and Design stages, listing all hazards which may create a mishap potential to building occupants, visitors, maintenance personnel, etc.
- * **Assess Hazards** - For each hazard identified, determine the associated degree of risk in terms of probability and severity.
- * **Make Risk Decisions** - Facility System Safety Working Groups, with representation from the Activity Safety Office, Public Works, end users, etc. are encouraged. These groups can evaluate project hazards and select controls that will reduce the risks to an acceptable level.
- * **Implement Controls** - This element involves making project decisions to eliminate the hazard entirely, or to reduce the degree of risk. This may be done by substituting less hazardous equipment or materials, providing access improvements, adding fall protection features, etc.
- * **Supervise** - Conduct follow-up evaluations of the controls after project completion and ensure that they have the desired effect. For facility designs, this element may be accomplished by post-occupancy inspections.

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SECTION 4

CONTRACT CONSTRUCTION

4.1 ORGANIZATION: Section 4 pertains to Atlantic Division contracting officers involved in the oversight of contracts. The section applies to all established Component Commands including **MIDLANT**, **EFA CHES**, **NORTHDIV**, **EFA MED**, **OICC NAPLES**, and **OICC LANT**. The section is designed to assist in the establishment of standard contract safety procedures for ROICC field offices. Each Component Command is to establish and maintain a Construction Safety Specialist to facilitate ROICC construction safety assistance and expertise.

4.2 SAFETY PROVISIONS IN CONTRACTS. The Federal Acquisition Regulation (FAR) sets forth a standard clause (or provision) pertaining to safety which is to be included in construction and demolition contracts. The provision, FAR 52.236-13, Accident Prevention, requires contractor compliance with pertinent provision in the U.S. Army Corps of Engineers Manual, EM 385-1-1, Safety and Health Requirements Manual, and additional measures as the Contracting Officer may determine to be reasonably necessary.

4.2.1 INSERTING SAFETY AND HEALTH PROVISIONS INTO SPECIFICATIONS. To obtain safety contractual enforcement authority, LANTNAVFACENGCOM may require or approve requests for inserting the following into contract specifications:

a. The standard FAR provision on safety. (This would apply to contracts which, by LANTNAVFACENGCOM contract form or type specification, do not contain any safety provisions).

b. Specific safety provisions, in addition to the FAR provision. (Usually, these would pertain to a specific type or phase of work which may be abnormally hazardous, and for which there is no adequate safety standard in the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1. These determinations should be made on a case-by-case basis).

c. Specific safety provisions, usually pertaining to the type of work involved. (These provisions would pertain to contracts that warrant enforcement of safety to some degree, but do not warrant inclusion of the standard FAR provision.)

d. Specification section 01525 should be included in construction related contracts. Each ROICC is responsible for assuring that safety requirements are checked during 90% reviews.

4.2.2 FACILITY SUPPORT CONTRACTS. When preparing contract requirements or assisting

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in administering Facility Support Contracts (FSC), LANTNAVFACENGCOM shall consider the nature and degree of hazards involved with the work to be performed and include applicable U.S. Army Corps of Engineers Manual, EM-385-1-1. For instance, in contracts involving tree trimming, provisions for fall protection, electrical safety, and other safety measures outlined in Section 35 of EM-385-1-1 must be inserted. When required, Activity Hazard Analyses shall be submitted prior to the start of a job.

4.3 OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

4.3.1 APPLICABILITY OF OSHA. The Occupational Safety and Health Act of 1970 (OSH Act) requires contractors to comply with safety and health standards promulgated by the Occupational Safety and Health (OSH) Administration, Department of Labor. The OSH Administration (OSHA) has the authority and responsibility for enforcing these standards. In cases where the Secretary of Labor has approved an occupational safety and health plan submitted by a State, the District of Columbia, U.S. Territory or other to which the OSH Act is applicable, authority and responsibility for developing, promulgating, and enforcing compliance with safety and health standards are vested in that State. Personnel involved in the administration, management or inspection of LANTNAVFACENGCOM contracts have the responsibility to ensure that contractors comply with contract requirements. Under no circumstances does this imply that government personnel are acting as OSHA representatives. The assistance of an OSHA Compliance Officer shall be requested on a case by case basis as appropriate.

4.3.1.1 OSHA INSPECTIONS/INVESTIGATIONS. Under authority of the OSH Act, OSHA officials (commonly referred to as OSHA Compliance Officers), whether they be Federal (i.e., Department of Labor) or State, inspect and conduct investigations at contractor work places for the purpose of enforcing compliance with OSHA standards provided they meet the procedures set forth in OPNAVINST 5100.23. These officials may visit, without prior notice, work sites where the Navy has contract administration responsibility for safe working conditions, subject to the permission of the Commander/Commanding Officer/Officer in Charge of the military installation/activity. Such visits may be the result of a random selection of locations, in direct response to a complaint of a hazardous condition by a worker, or a serious mishap. Under penalty of law, contractors shall not be provided advance notice of OSHA inspections except when specifically requested by OSHA. The Contracting Officer shall coordinate OSHA inspections per OPNAVINST 5100.23 and shall write a memorandum for the file, with a copy to LANTNAVFACENGCOM, Code CI5WG, or cognizant EFD/EFA Safety and Health Office, on the results of the inspection/investigation and any actions taken to correct the discrepancies or violations. Any citation issued to a LANTNAVFACENGCOM activity shall be provided to LANTNAVFACENGCOM, Code CI52WG, or applicable EFD/EFA Safety and Health Office.

4.3.1.2 ACTION ON OSHA INSPECTIONS/INVESTIGATIONS. The OICC/ROICC shall:

- a. Ensure that admittance to the work site for the OSHA compliance officer has been

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granted by the Commander/Commanding Officer/Officer in Charge of the military installation/activity.

b. Check credentials (and security clearance, if appropriate) of the officer prior to allowing entrance into the contractor's work place.

c. Accompany (or designate a person to accompany) the officer during the inspection. Representatives of the contractor may also accompany the officer, providing proper security clearances are verified.

d. Upon request of the officer, and after clearance has been obtained from LANTNAVFACENGCOM Counsel, provide copies of mishap/investigation reports prepared by the OICC/OIC/ROICC relative to the pertinent, specific mishap investigation unless such reports or records are prohibited or exempt from release under provisions of the Privacy Act or the Freedom of Information Act.

e. Prepare a memorandum for the file, with a copy to LANTNAVFACENGCOM, CI52WG, on the results of the inspection, and of the action taken to correct discrepancies.

4.3.1.3 MULTI-EMPLOYER WORKSITES. Where working environments are controlled by more than one employer, it is OSHA's policy to hold multiple employers responsible for the correction of workplace hazards. Thus, when safety or health hazards occur on multi-employer worksites, OSHA issues citations not only to the employer whose employees were exposed to the violation, but to other employers, such as general contractors or host employers, who could reasonably have been expected to have identified or corrected the hazard by virtue of their supervisory role over the worksite (referred to by OSHA as the "controlling employer"). The Navy is rarely, if ever, a general contractor or host employer. The prime contractor is the "controlling employer" responsible for supervising the work, and is responsible directly to the Federal and State Occupational Safety and Health Authorities. While Navy contracts reserve the right to inspect or audit the work to ensure the contractor is performing in accordance with contract requirements, the Navy does not exercise supervisory responsibilities over the contractor's employees. Providing administrative oversight of a contract does not make the Navy a "controlling employer." In the event an activity is cited, the citation should be reported immediately to LANTNAVFACENGCOM, CI52WG, and to the EFD/EFA Office of Counsel. Except in those rare circumstances when the activity is exercising supervisory responsibilities over a contractor's employees, the activity should not be issued OSHA citations for workplace violations under the multi-employer policy.

4.4 FUNCTIONS AND RESPONSIBILITIES. In accordance with provisions of the OSH Act, the contractor, as an employer, is responsible for the safety and health of employees and for conforming to OSHA standards as promulgated by OSHA or by the State with an approved plan. Additionally, the contractor is responsible for complying with any safety requirements specified in contracts over which NAVFACENGCOM has cognizance. LANTNAVFACENGCOM is

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responsible for providing direction, guidance, and training to subordinate OICC's/OIC's/ROICC's in contract safety requirements and enforcement thereof.

4.4.1 CONTRACTING OFFICER. The Contracting Officer is responsible for administering the contract safety program and enforcing safety at the jobsite. In fulfilling this responsibility, the OICC/OIC/ROICC (and inspection staff) shall:

- a. Advise the contractor of responsibility for safety at pre-construction conferences.
- b. Review the contractor's written mishap prevention plan (if specified on the contract) prior to start of work, and meet with the contractor to discuss hazards and their control relative to the plan and work involved.
- c. Establish and maintain liaison and coordination with the Safety Office and the Naval shore installation/activity where the construction is to be accomplished.
 - (1) Invite an installation/activity Safety Office representative to attend the pre-construction conferences.
 - (2) Ensure that the installation/activity Safety Office is made aware of contractor operations which, in the event of a mishap, might adversely affect military operations and readiness, cause injury or illness to Navy personnel, or cause damage to Navy property.
 - (3) It is the responsibility of officials in that Safety Office to immediately apprise the OICC/OIC/ROICC or member of his staff of any contractor safety violations observed which potentially could affect Navy personnel or property.
- d. Administer and enforce safety provisions as specified in the contract, including the stopping of contractor work when necessary.
- e. Investigate all contractor mishaps to determine causal factors, and take appropriate steps to prevent recurrence of similar type mishaps. If "lessons learned" are developed as a result of this investigation, provide a copy to LANTNAVFACENGCOM, CI52WG.
- f. CI52WG shall ensure that the "lessons learned" are also made available to the NAVFACENGCOM OSH Support Office.
- g. Ensure that the inspection force has been trained to recognize safety hazards resulting from unsafe acts, unsafe conditions, defective equipment, defective tools, and defective materials.
- h. Evaluate the effectiveness of inspectors in the implementation and enforcement of contract safety requirements, and take appropriate action, as may be required, to improve performance.

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i. Maintain a library of safety and health regulations, instructions, publications, and ROICC Safety Resource Manuals.

4.4.2 CONSTRUCTION SAFETY OFFICE, CI52WG. The Construction Safety Office, located in the Construction Engineering Branch of Capital Improvements and the Construction Safety Specialist at each Component Command, is responsible for providing technical guidance and recommendations on contract construction safety and health, and for coordinating and administering all aspects of the Safety and Health Program for contract construction. In carrying out these responsibilities, the Safety Office shall:

a. Plan, develop, and administer all aspects of the Safety and Health Program for contracts.

b. Provide safety engineering advisory services, guidance, and training to the activity organizational elements involved in the execution of facilities construction.

c. At least every three years, conduct safety and health management inspections, reviews, and surveys of each OICC/ROICC office and selected construction projects to evaluate effectiveness of the safety program and its management at those levels. Assist OIC offices with their safety program as resources allow. Formal reports shall be prepared and forwarded to the head of the office and include an evaluation of major program elements (i.e., training, contractor workplace inspections, follow-ups, etc.), deficiencies identified, and recommended corrective actions. Deficiencies shall be tracked until corrective action is completed. Documentation of the above inspections shall be maintained for review during Headquarters' Command Inspections.

d. Provide and coordinate the training of OICC/ROICC personnel in safety and health standards, hazard recognition and control, enforcement of safety and health provisions, mishap investigation, and other pertinent subjects.

e. Supervise the mishap reporting system; compile and analyze mishap data to determine areas where program improvement goals are desired; and provide guidance and direction accordingly.

f. Administer any designated Safety Awards Programs.

g. Administer the Personnel Hazard Protection Program for Construction Division personnel, including all personnel assigned to OICC/ROICC offices.

h. Review, make recommendations, and provide guidance on selected environmental safety plans, such as PCB, asbestos removal and lead abatement plans, etc., submitted by contractors to assure contract compliance as well as proper protection of contractor and Government employees.

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4.5 TRAINING. Continual attention to safety and health of personnel at the job site is necessary for an effective Safety and Health Program. Use of the contract construction inspection force is the only practical way such attention can be given. Training of the inspection force in construction safety and health is necessary to achieve this end.

4.5.1 GUIDELINES. The training program should consist of: 1) On-the-job training, 2) Viewing a quality assurance responsibilities video, 3) Computer based training (CBT), 4) Completion of a two-part correspondence course, 5) Completion of a NAVFAC sponsored 40-Hour Construction Safety Hazard Awareness Course, and 6) Participation in various other training courses given by the Construction Safety Office. Records of training shall be maintained at each ROICC location.

4.5.2 ACTION. NAVFACENGCOM has created a Construction Safety and Health development plan for all OICC/ROICC Engineers, AROICC's, Technicians, Construction Representatives, and Inspectors. The development plan includes the following:

a. Construction Safety Correspondence Course: This course requires ROICC employees to complete a two-part exam. The exams consist of an open book exam, followed by a closed book exam. The exams are provided by the EFD/EFA Safety Specialist and administered at each ROICC location. Exam material is based on the latest version of USACE EM 385-1-1. Each employee is required to complete the course within 60 days of reporting aboard.

b. Video and Computer Based Training (CBT): Each new ROICC employee, as part of the indoctrination process to construction safety, upon reporting to the ROICC office shall view the construction safety videotape; "Construction Safety There is no Substitute", and complete the CBT training "Construction Safety Quality Assurance". Both are available from the EFD/EFA Construction Safety Specialist and administered locally at each ROICC office.

c. 40-Hour Construction Safety Course: In accordance with NAVFAC P-445, each ROICC employee is to attend this NAVFAC sponsored course within two years of reporting to the respective ROICC office. Coordination is to be made with the respective EFD/EFA Construction Safety Specialist.

d. At least monthly in-house safety training provided at each ROICC location.

4.6 MISHAP REPORTING. For LANTNAVFACENGCOM contracts which have a FAR clause on accident prevention, the contractor is required to "...maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to property, materials, supplies or equipment. The contractor shall report this data in the manner prescribed by the Contracting Officer."

4.6.1 REQUIREMENTS. Each prime contractor shall be required to provide to the OICC/OIC/ROICC a copy of the mishap report as prescribed in this section. Requirements for

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mishap reporting apply to all contracts for facilities construction, demolition, alteration, maintenance, repair, and services (including CLEAN, BRAC, IR, etc).

a. DEFINITIONS:

(1) Activity Safety and Health Office: EFD/EFA Safety and Health Office.

(2) Tier One - Serious Contractor Mishap: Any contractor mishap involving a fatality or the hospitalization of three or more workers, or resulting in property damage exceeding \$200,000 in value.

(3) Tier Two - Significant Contractor Mishap: Any contractor mishap which involves:

(a) Falls of four feet or more which result in a lost time injury, or property damage of \$10,000 or more, but less than \$200,000.

(b) Electrical mishaps which result in a lost time injury; property damage of \$10,000 or more, but less than \$200,000; fire department or emergency medical treatment (EMT) assistance when transported to a medical facility.

(c) Confined space mishaps which result in a lost time injury; property damage of \$10,000 or more, but less than \$200,000; fire department or emergency medical treatment (EMT) assistance when transported to a medical facility.

(d) Diving mishaps which result in a lost time injury; property damage of \$10,000 or more, but less than \$200,000; or emergency medical treatment (EMT) assistance when transported to a medical facility.

(e) Crane mishaps which result in a lost time injury; property damage of \$10,000 or more, but less than \$200,000.

(f) Trenching/entrapment mishaps which involve a depth of four feet or greater and result in a lost time injury.

(g) Hazardous Material/Hazardous Waste mishaps which result in a lost time injury or a spill of a reportable quantity.

(h) Equipment mishaps which result in a lost time injury; property damage of \$10,000 or more, but less than \$200,000.

(i) Fire mishaps that result in a lost time injury; property damage of \$10,000 or more, but less than \$200,000; or emergency medical treatment (EMT) assistance when transported to a medical facility.

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(j) Any mishap which result in lesson(s) learned that may affect Government contracts or a new OSHA standard.

(4) Tier Three - Contractor Mishap: Any OSHA-recordable mishap not meeting the definitions of Tier One - Serious or Tier Two - Significant Contractor Mishap.

(5) Lost Time Injury: Any work related injury or illness which results in a loss of time from work beyond the day or shift on which it occurred.

(6) OSHA Recordable: Any lost time injury.

(7) Qualified Mishap Investigator: Person who has successfully completed a NAVFACENGCOM approved accident investigation course.

(8) Contractor Significant Incident Form (CSIR-1): The form developed by NAVFACENGCOM to record and track civilian contractor events that could occur during the execution of construction work on LANTNAVFACENGCOM contracts is CSIR-1. As part of the form, a Special Questions section is provided to help investigators, contractors, or Navy personnel find the causal factors for the incident.

4.6.1.1 SUMMARY REPORTS. On quarterly basis, field level OICC's, OIC's, and ROICC's shall send a completed copy of all accident forms (CSIR-1) and contract man-hour totals to LANTNAVFACENGCOM, CI52WG, or to the applicable EFA Safety Specialist. The EFA Component Command Safety Specialist shall input the man hour and accident totals for LANTNAVFACENGCOM, CI52WG quarterly into the on line NAVFAC FAIR data base.

4.6.2 OICC/OIC/ROICC ACTION. All OICC's, OIC's, and ROICC's shall investigate each recordable mishap and ensure that contractors submit records on mishaps as required by this section. The ROICC shall forward the contractor's mishap report to LANTNAVFACENGCOM, CI52WG, upon completion of investigation. In addition, each OICC/OIC/ROICC shall follow the procedures set forth below.

4.6.2.1 ACCIDENT REPORTING AND/OR MISHAP INVESTIGATION PROCEDURES

- a. Take action to provide first aid/medical assistance to the injured.
- b. Take action necessary to prevent further injury/property damage (i.e., secure equipment and/or system).
- c. Notify proper authorities (Security, Safety, etc.).
- d. Take action to have the accident scene secured until the mishap investigation is completed.

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- e. Contractor's site superintendent is responsible for performing the mishap investigation with the assistance of the ROICC appointed authority.
- f. The accident scene is not to be disturbed or equipment released prior to ROICC approval.
- g. All witnesses are required to provide statement of facts regarding the accident.
- h. Photographs are required, in 8" x 10" color prints, to reflect all points of interest that could assist in determining the mishap cause.
- i. Provide technical data on equipment, components, and systems involved in the accident.
- j. Provide contractor's-approved safety plan and applicable employee training certification.
- k. Provide a mishap property damage estimate based on police reports, fire investigations, etc.
- l. Survey the accident site for possible leading causes of the accident (i.e., congestion, weather, lighting, etc.).
- m. Compare finding of facts to Command's Standard Operating Procedures (SOP's) and prepare a statement to be used by LANTNAVFACENGCOM, CI52WG, in accident prevention, preparing "lessons learned" and developing workable SOP's.
- n. Upon completion of the mishap investigation, corrective action required to prevent recurrence is necessary prior to release and is to be documented as part of the mishap investigation report.
- o. Any accident resulting in a fatality requires a "JAG" investigation as set forth by SECNAVINST 5211.5C (using the JAG manual). This investigation is to be separate from the report required by this instruction.

4.6.2.2 INITIAL NOTIFICATION.

- a. Contractors shall report:
 - (1) Tier One mishaps to OSHA and the responsible Contracting Officer immediately, and in no case more than four hours after occurrence.
 - (2) Tier Two mishaps to the Contracting Officer within eight hours.

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If a significant **contractor** incident occurs which results in property loss or personnel injury as defined below, an initial notification shall be made from the ROICC or Component Safety Manager to Atlantic Division, Naval Facilities Engineering Command, via email (message), within four hours of the mishap. The message should be sent to the “**EFDLANT CONTRACTOR SIGNIFICANT INCIDENT**” address group located on the Outlook Global email system. For the purpose of the initial notification only, a significant contractor incident is one that results in property damage (contractor or Navy) in excess of \$10,000, a lost time accident, a near miss accident, or where a lesson learned for accident prevention can be made. The “**EFDLANT CONTRACTOR SIGNIFICANT INCIDENT**” address includes as recipients the Component Command Safety Manager, Component Command ROICC Ops, Commanding Officer, and EFDLANT Command leadership. Please refer to Atlantic Division “Construction Safety Resource Manual” Tab P, for additional information regarding reporting and time requirements. If the accident is serious, an accident report is to be forwarded from the Component Command to NAVFAC Code SF **via** Atlantic Division Code CI52WG within 42 days from the date of the mishap for review.

On site ROICC immediate action should include:

- (a) Assuring that any injured contractor employees have received medical attention by emergency medical personnel.
- (b) Assuring that the site has been secured by contractor. (Release authorized only by Contracting Officer).
- (c) Taking photographs of area.
- (d) Listing names and phone numbers of potential witnesses for interview.
- (e) If ROICC has a qualified Mishap Investigator on staff interviews should begin immediately (Refer to ROICC Handbook Section 5-17).
- (f) Assure contractor has appropriate Contractor Significant Incident Report (CSIR) form for completing accident report.

After initial message receipt, Code CI52WG, CI52BR, or acting CI5GM will forward additional information to Atlantic Division Code OP with copies to Atlantic Division Code 09 and NAVFAC Code SF/SF4. For on-site assistance during the investigation process, either Code CI52WG or the Component Command Safety Manager will be assigned investigation authority for assisting ROICC personnel. If Code CI52WG is not available, the closest Safety Engineering Technician or EFA Safety Manager should be contacted. Contracting Officers shall notify the cognizant activity Safety and Health Office of any Tier One (Serious) or Tier Two (Significant) Contractor Mishaps as soon as possible. A message shall be submitted by the Contracting Officer to the cognizant activity Safety and Health Office using the “EFD LANT CONTRACTOR SIGNIFICANT INCIDENT” email address within 8 hours of the mishap and shall include the following information:

- (1) Contractor name;
- (2) Contract title and number;

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- (3) Type of contract;
- (4) Name of activity, installation, or location where mishap occurred;
- (5) Date and time of mishap;
- (6) Names of personnel injured (if known). Identify whether they are contractor, Government, or other;
- (7) Extent of property damage, if any; and
- (8) Brief description of mishap (to include type of construction equipment used, personal protective equipment (PPE) used, etc.)

4.6.2.3 MISHAP INVESTIGATIONS AND REPORTS.

a. Tier One (Serious Mishaps):

(1) Mishaps shall be investigated by a Qualified Mishap Investigator from the Activity's Safety and Health Office to determine causes and corrective actions needed. Based on the nature and extent of the mishap, the activity Commander/Commanding Officer may determine that an accident Investigation Board is warranted. (See paragraph 4.5.3)

(2) Mishap reports shall be forwarded to the EFD Commander/Commanding Officer for review and endorsement by LANTNAVFACENGCOM, CI52WG. The Contractor Significant Incident Report (CSIR-1) Form, (Appendix H), should be used with supplemental information attached as needed. Ensure that the report contains:

- (a) Scope of investigation (includes identification of investigation team members);
- (b) Summary (includes a brief description of the mishap);
- (c) Facts;
- (d) Analysis of causal factors;
- (e) Conclusions;
- (f) Recommendations for corrective actions.

(3) The Commander/Commanding Officer shall forward the report, with his endorsement, to NAVFACENGCOM, Code SF, within 45 days of the mishap. Commanding Officers from Component Commands shall forward the report to the above address, via LANTNAVFACENGCOM Code CI52WG, for EFDLANT Commanding Officer endorsement.

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(4) A summary of facts and recommendations shall be distributed to departments within the reporting activity. A “lessons learned” shall be prepared, where appropriate, and forwarded to the Facilities Safety and Health Support Office, NAVFACENGCOM, Code SF4, by LANTNAVFACENGCOM, CI52WG, or the applicable EFD/EFA Safety Office not later than 45 days after the incident.

b. Tier Two (Significant Mishap):

(1) Mishaps shall be investigated, and the Contractor Significant Incident Report (CSIR-1) Form completed by the prime contractor. A copy of this report shall be provided to the Contracting Officer within 24 hours.

(2) Within eight hours of receipt of the report, the Contracting Officer shall review, validate, and ensure an adequate investigation by a Qualified Mishap Investigator is accomplished. If the Contractor Significant Incident Report (CSIR-1) Form is not completed by the contractor, it is the responsibility of the Contracting Officer to investigate the mishap, complete the report form, and provide a copy to the Activity Construction Safety and Health Office within five workdays of the mishap.

(3) The Construction Safety and Health Office shall review the report for adequacy and determine if further investigation is warranted. In addition, the activity Safety and Health Office shall complete Section 13 of the Contractor Significant Incident Report (CSIR-1) Form and forward it to NAVFACENGCOM, Code SF, with a copy to the Facilities Safety and Health Support Office NAVFACENGCOM, Code SF4.

(4) If appropriate, a “lessons learned” shall be prepared and forwarded to the Facilities Safety and Health Support Office, NAVFACENGCOM, Code SF, via the Construction Safety Office, LANTNAVFACENGCOM, CI52WG, not later than 45 days after the incident.

c. Tier Three (General Mishap). Mishaps shall be investigated by the prime contractor and recorded on the Contractor Significant Incident (CSIR-1) Form. Copies of written reports shall be provided to the Contracting Officer within five working days of the mishap and forwarded to the LANTNAVFACENGCOM, CI52WG, or to the applicable activity Construction Safety and Health Office on a quarterly basis. (See paragraph 4.5.1.1.)

4.6.3 ACCIDENT INVESTIGATION BOARD. LANTNAVFACENGCOM will either validate the OICC/ROICC proposed Accident Investigation Board to initiate investigation of contractor fatalities, or recommend board member changes within 48 hours of the mishap. LANTNAVFACENGCOM, Code CI52WG or Component Command Safety Specialist, may head the board when feasible and deemed necessary. The board will normally include OICC/ROICC representatives, and will include subject matter experts and an activity Safety Office representative when appropriate. The board investigation will be conducted separately from any JAG investigation required by SECNAVINST 5211.5.

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4.7 CONTRACTOR CRANES. Contractor crane requirements are delineated in NAVFAC Guide Specification 01525 which should be included in all contracts where construction including crane operations are anticipated. The pertinent weight handling items communicate the latest requirements derived from the Navy Crane Center (NCC) Manual P-307 pertaining to contractor cranes. ROICC Quality Assurance representatives shall utilize the LANTNAVFACENGCOM Contractor Crane QA Checklist (Appendix L) or an equivalent Navy Crane Center P-307 Appendix P checklist when contractor cranes arrive at the job site. Contractor crane safety checklists are contained in USACE EM 385-1-1, Appendix H. Contractor crane accidents are reported to NCC by the Component Command Safety Specialist

4.8 CONFINED SPACES. Confined space entry requirements by contractor personnel shall be obtained from contract requirements contained within specification section 01525, 29 CFR 1910.146, and USACE EM 385-1-1 as well as other pertinent referenced documents. Entry for ROICC personnel shall be prohibited unless absolutely necessary. If ROICC personnel must enter, each individual will be required to receive the necessary training coordinated through Code CI52WG. Under no circumstances will ROICC employees enter a space utilizing the contractor entry permit. Additional requirements for Atlantic Division employees are contained in Appendix G of this instruction.

4.9 SAFETY NON-COMPLIANCE NOTICES. Non-Compliance notices are to be utilized in the documentation of contractor operations resulting in imminent danger situations. The issuing of the notice should be accompanied by a stop work order for that phase of the work effort. After issuing to a contractor and following the steps required for distribution an additional copy of the non-compliance notice shall be forwarded to the EFD/EFA Component Command Safety Specialist. This will assist the Safety Specialist in identifying contractor work sites that may require additional support and will be used in the evaluation process of individual contractor safety programs throughout the Command.

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SECTION 5

COMMAND INSPECTIONS AND REVIEWS

5.1 REQUIREMENT. OPNAVINST 5040.7 covers command inspections. It includes (1) oversight inspections of shore activities' safety and health program by the Navy Occupational Safety and Health Inspection Program (NOSHIP) team inspectors, and (2) command inspections of the safety and health program. Command inspections and reviews of the safety and health program at NAVFACENGCOM activities are made under the authority and responsibility of NAVFACINST 5042.5 which implements the OPNAVINST. In addition, and as part of the inspection and review program, each activity is to conduct its own self-evaluation of the safety and health program.

5.1.1 COMMAND INSPECTIONS. Command inspections of LANTDIV and Components are scheduled once every three years. One or more persons from the NAVFAC Headquarters' Safety and Health Office and/or the Occupational Safety and Health (OSH) Support Office at PWC Norfolk normally conduct the safety and health program inspections at Atlantic Division Headquarters.

5.1.2 SELF-EVALUATION. Each year a self-evaluation of each Component's safety and health program shall be conducted. Evaluation details and report requirements are covered in Section 2 of this Instruction.

SECTION 6

AREAS OF KEY INTEREST

6.1 MOTOR VEHICLE SAFETY. This area involves a team effort by all military and civilian personnel so that motor vehicle mishaps are reduced. The Atlantic Division Motor Vehicle Safety Program consists of training, vehicle maintenance and inspection, and mishap investigation and reporting.

6.1.1 SCOPE. For the purposes of this instruction, motor vehicles refer to Government-owned automobiles and trucks operated by Atlantic Division employees. Operators of privately-owned vehicles used on Government business are also subject to the Atlantic Division Motor Vehicle Safety Program.

6.1.2 RESPONSIBILITY. It is the responsibility both of the Safety and Health Office and of all supervisors to coordinate the motor vehicle mishap prevention effort.

6.1.3 EDUCATION AND TRAINING. Atlantic Division Safety Offices shall develop and present safe driver training and shall inform employees of motor vehicle mishaps and "lessons learned." Safe Driver Training may be presented via e-mail presentations, formal classroom training, or as part of other scheduled safety training. Safe driving questionnaires, videos, and self-graded checklists are available from Component Safety Offices.

6.1.4 MOTOR VEHICLE MAINTENANCE AND INSPECTION. Atlantic Division Government vehicles shall be locally maintained and inspected according to schedule. Operators shall report unsafe or defective equipment to their supervisor, both verbally and using standard reporting forms. The supervisor shall ensure that reports are given priority attention and that deficiencies are corrected promptly. A log of maintenance, inspections, and repairs shall be maintained by the supervisor for all vehicles assigned to that Code.

6.1.5 REPORTING REQUIREMENTS. All motor vehicle mishaps involving Government-owned vehicles shall be reported on the Motor Vehicle Mishap Report, (Report Symbol OPNAV 5102-4 (MV) and forwarded to the Naval Safety Center with a copy to the cognizant Safety Office within 20 calendar days.

6.1.6 SEAT BELTS. It is the policy of the Department of the Navy that all military and civilian personnel operating or riding in Government motor vehicles, or in private motor vehicles being used for Government business, shall wear safety belts.

6.1.7 SAFETY INFORMATION DECALS. The decal indicated below shall be affixed to the dashboard of each Government motor vehicle stating:

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"This vehicle will not be placed in motion until all safety belts are properly fastened. By order of the Chief of Naval Operations."

6.1.8 **ON DUTY AND DRIVE TIME LIMITATION**. Supervisors shall schedule and monitor employee work and travel schedules so that the employees work and vehicle operation time within a 24-hour period does not exceed 12-hours. In no case shall an employee be allowed to exceed 14-hours of work and vehicle operation time in a single 24-hour period. Employees must be allowed a minimum 8-hour rest period prior to resuming vehicle operation once the 12-hour limit has been reached. Supervisors shall coordinate travel involving overseas flights, etc. with the servicing Travel Office to ensure that employees are allowed sufficient rest while traveling to and from their TDY location(s).

6.2 **FIRE PREVENTION**. This area requires the full cooperation of all personnel. Fire hazards must be reported to the proper authorities in order to reduce the risk of personnel fatality/injury or property damage.

6.2.1 **RESPONSIBILITY**. At LANTNAVFACENGCOM, the Naval Base, Norfolk, Virginia, Fire Department and Public Works Center, Norfolk, Virginia, are responsible for ensuring that the building fire protection systems are operable. At OICC/ROICC offices, this is the responsibility of the local activity. It is the responsibility of every individual to ensure that lives and property are not needlessly lost due to carelessness, neglect, or the inability to recognize fire hazards.

6.2.2 **EDUCATION**. Fire Protection Engineering, (Code CI48), in cooperation with the Safety and Health Office (Code 09K), shall provide personnel with fire prevention information. Educational and promotional films, posters, and handout material may be used in this effort.

6.3 **SMOKING IN SPACES OCCUPIED BY LANTNAVFACENGCOM PERSONNEL**

6.3.1 **BACKGROUND**. The use of tobacco products is hazardous to the health of smokers and non-smokers alike. "Passive" smoking exists when employees involuntarily inhale the smoke of others. This passive smoke contains nicotine, carbon monoxide, and many known carcinogens. A Navy goal is for all personnel to have safe, smoke free work environments. Therefore, the Secretary of the Navy has directed that smoking be prohibited throughout all Navy working buildings and all Navy vehicles and aircraft.

6.3.2 **POLICY**. This policy prohibits the smoking of tobacco products within all LANTNAVFACENGCOM occupied spaces. This policy does not cancel or supersede any other smoking instructions issued by other DOD/Navy Commands. The smoking of tobacco products must take place in designated outdoor areas. The policies of host commands will be followed regarding the outdoor areas that are approved for smoking. However, outdoor smoking areas will not be located in areas commonly used by non-smokers, and will not be in the immediate vicinity of supply air intakes or building entry ways/egresses. Appropriate receptacles must be provided and used for the disposal of tobacco products.

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6.3.3 ACTION

a. All Atlantic Division managers, supervisors, and employees are expected to cooperate in implementing the provisions of this smoking policy. Smoking breaks are a privilege, not an employee right. The immediate supervisor of any employee who is allowed periodic smoking breaks shall monitor both their employee's smoking practices, and the time permitted away from work for this purpose. An employee's failure to observe authorized smoking areas, dispose of tobacco products properly, or to limit the time spent away from their work areas to smoke shall result in curtailing or elimination of smoking privileges.

b. Visitors and dependents in occupied spaces are subject to the provision of this policy. Hosts are responsible for informing visitors and dependents of these requirements.

c. Emphasis shall be placed on educational programs to discourage smoking. Programs shall include lectures, films, pamphlets, and posters, and will be updated frequently to utilize the latest available medical research information on smoking and health. Smoking cessation classes may be offered if sufficient employee interest is indicated.

6.4 HAZARD COMMUNICATION PROGRAM: See Appendix F.

6.5 CONFINED SPACE ENTRY PROGRAM: See Appendix G.

6.6 RESPIRATORY PROTECTION PROGRAM: See Appendix H.

6.7 RESPIRATORY PROTECTION PROGRAM STANDARD OPERATING PROCEDURES: See Appendix I.

6.8 LOCKOUT/TAGOUT OF HAZARDOUS ENERGY SOURCES

6.8.1 BACKGROUND: Effective 2 JAN 90, OSHA implemented the final rule on control of hazardous energy (Lockout/Tagout). Most electrical equipment and energy control valves now require the use of locks to prevent inadvertent activation during maintenance or repair.

6.8.2 POLICY: Whenever replacement, repair, renovation, or modification of machines or equipment is performed and whenever new machines or equipment are installed, energy isolating devices for such machines or equipment shall be designed to accept a lockout device.

6.8.3 PROCEDURE

a. All equipment will be locked out and tagged to protect against accidental or inadvertent operation when such operation may cause injury to personnel during machine/equipment servicing, repair, or maintenance activities.

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- b. The employee(s) accomplishing the equipment servicing or repair shall first notify the area supervisor and all affected employees.
- c. If the machine or equipment is operating, shut it down by the normal procedure, then operate the disconnect switch or other isolating device.
- d. Lockout and tag the energy isolating device in the "off" position.
- e. Test the machine/equipment by operating the push button or other operating controls to make certain the equipment will not operate, then return the operating control to the "off" position.
- f. After servicing/repair is completed, notify the area supervisor and any affected employees prior to removal of lockout devices and restoration of power.

6.9 BACK INJURY PREVENTION AND CONTROL PROGRAM: See Appendix J.

SECTION 7

ENVIRONMENTAL SAFETY AND HEALTH

7.1 SCOPE. This section is concerned with Atlantic Division environmental functions, (i.e., installation restoration tasks, hazardous waste operations, management and control of hazardous materials, ROICC asbestos and lead removal projects and other related functions.) The Atlantic Division Environmental Safety and Health Program applies to employees, contractors, and applicable Activity personnel.

7.2 RESPONSIBILITIES.

a. Headquarters and Component Safety Offices are the primary point of contact for the Commander concerning the Atlantic Division Environmental Safety and Health Program. They will work with their respective Environmental Divisions to assure that environmental (brick and mortar) design projects have risk assessment codes assigned and that appropriate hazard analyses are conducted when necessary.

b. Supervisors of employees who visit environmental remediation sites, take environmental samples, or are exposed to environmental hazards are responsible for the safety and health of their employees. This includes ensuring that personnel receive required safety and health training, are provided with personal protective equipment, and are enrolled in medical surveillance programs when necessary, as determined by the servicing BUMED Clinic/Hospital.

7.3 TRAINING. Each LANTNAVFACENGCOM employee involved with hazardous materials shall have the appropriate 29 CFR 1910.120 and the 29 CFR 1910.1200 (HAZCOM) training BEFORE any field work is attempted. The Safety Manager is responsible for coordinating with the Environmental Department to provide appropriate training courses. Supervisors are responsible for insuring that all employees receive required training.

7.4 PERSONAL PROTECTIVE EQUIPMENT (PPE). Each employee shall have and use the appropriate safety equipment. Supervisors will assure that adequate PPE is available, shall stock and issue the equipment, and shall train employees in proper use.

7.5 MATERIAL SAFETY DATA SHEETS (MSDSs). MSDSs will be available at all locations and job sites where hazardous materials exist. Environmental Divisions shall ensure that each employee is trained as required by 29 CFR 1910.1200 29 CFR 1926.59, and OPNAV 5100.23. Each ROICC will provide a copy of the MSDSs to the activity CO for his/her use and awareness as required by OPNAVINST 4110.2

7.6 MISHAP NOTIFICATION. Any mishap associated with environmental work resulting in

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one or more lost workdays by government employees or contractor personnel shall be reported to NAVFACENGCOMHQ (18E) by message within 24 hours.

7.7 INSPECTIONS

a. Work site inspections will be accomplished by the ROICC on a frequent basis. Other ROICC quality assurance personnel will ensure the contractor is performing all tasks in a safe and healthful manner. Reports will be made available to employees as requested. Assistance from the activity NAVOSH office will be encouraged. No untrained ROICC person or untrained non-government person will be allowed in contaminated areas.

b. Code CI52WG will perform regular management evaluations at the job site to assure that all personnel involved with Environmental contracts are properly protected in accordance with Navy requirements and with this Instruction. Reports will be provided to the Environmental Division, and to the Commander as appropriate.

7.8 **COUNCILS AND COMMITTEES**. Status of the environment safety and health program will be a agenda item discussion by the Safety and Health Policy Councils.

7.9 **CONTRACTS**: Component activity safety offices will review contracts involving environmental work to assure appropriate statements of work are included, hazard control techniques are properly applied, and all safety and health requirements are addressed.

7.10 HAZARD ANALYSES

a. Appropriate MIL-STD 882 Hazard Analyses will be performed for exceptionally hazardous or unique tasks.

b. Operating and support hazard analyses will be performed for exceptionally hazardous or unique tasks.

7.11 **HEALTH AND SAFETY PLANS**. Contractor-submitted Health and Safety Plans, required by 29 CFR 1910.120 and EM-385-1-1 US Army Corps of Engineer Construction Safety and Health Requirements Manual, will be reviewed and approved.

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SUMMARY OF LANTNAVFACENGCOM REPORTING REQUIREMENTS

FORM NUMBER	TITLE	PREPARED FOR	PREPARED BY	DATE DUE	SUBMITTED TO	REQUIRED BY
Priority Message	Major Mishap involving contr- actor employees	Each work related mishap when 1 or more killed, 5 or more hospitalized	OICC/ROICC	Within 24 hours after accident	LANTDIV info copy to NAVFAC Code SF	NAVFACINST 5100.11
Priority Message	Personnel Injury/Death (PID)	Each death or serious injury/illness to military person	LANTNAVFACENGCOM Safety Office or OICC/ ROICC		Submit IAW NAVMILPRS Copy to NAVSAFECEN NAVFAC HQ SF	
Priority Message	Material Property (MPD)	Each mishap with \$1,000,000 or more damage	LANTNAVFACENGCOM Safety Office	Within 48 hours	Orig:NAVSAFECEN CY: NAVFAC HQ 18K, CNO (OP-45) OSH Support Off.	NAVFACINST 5100.11
Priority Message	Motor Vehicle	Each work related mishap when 1 or more killed, 5 or more hospitalized	Supervisor/09K	Within 24 hours after mishap	Orig: CNO (OP-45) NAVSAFECEN CY: NAVFACHQ SF, OSH Support Off.	NAVFACINST 5100.11
Letter	Cost Report	Summary of Safety & Program cost for FY	LANTNAVFACENGCOM Safety Office	NLT 1 JUNE year	NAVFACENGCOM	NAVFACINST 5100.11
OSHPIP	OSH Performance Improvement Plan	Evaluation of LANTDIV Safety & Health Program	LANTNAVFACENGCOM Safety Office	NLT 31 OCT each year	Orig: NAVFAC Cy: OSH Support Office	NAVFACINST 5100.11

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SUMMARY OF LANTNAVFACENGCOM REPORTING REQUIREMENTS

FORM NUMBER	TITLE	PREPARED FOR	PREPARED BY	DATE DUE	SUBMITTED TO	REQUIRED BY
OSHA 101, Workmen's Compensation plain sheet of paper	Contractor Accident Report	Each Accidental injury/ illness/death	Contractor	Within 6 days after mishap	OICC/ROICC	NAVFACINST 5100.11 EM 385- 1-1, Const. Contract Provision FAR 52- 236-13 Accident Prev.
SYMBOL OPNAV 5102-1 (PID)	Personnel injury/ death report mishap	Each mishap involving injury/illness/death	Supervisor	Released within 20 days	Original to Navy Safety Center, copies to LANT 09K & OSH Support Office	OPNAVINST 5102.1C NAVFACINST 5100.11
SYMBOL OPNAV 5102-2 (MPD)	Material(property) damage mishap report	Each mishap with \$10,000 or more damage	Supervisor	Released within 20 days	Original to Navy Safety Center, copies to LANT 09K & OSH Support Office	OPNAVINST 5102.1C NAVFACINST 5100.11
SYMBOL OPNAV 5102-4	Motor Vehicle mishap report	Each mishap with \$2000 or more damage and/or injury/death	Investigator	Released within 20 days	Original to Navy Safety Center, copies to LANT 09K & OSH Support Office	OPNAVINST 5102.1C NAVFACINST 5100.11
SYMBOL OPNAV 5102/8	Semi-Annual Report of Navy Civilian Occupational Injuries/Illness	Summary of injury/ illness	LANTNAVFACENGCOM Safety Office	Within 20 days after end of quarter	Original to Navy Safety Center, copy to NAVFAC	OPNAVINST 5102.1C NAVFACINST 5100.11
Priority Message	Serious mishap involving LANT employees	Each work related mishap when 1 or more killed, 5 or more injured	LANTDIV Safety Office	Within 24 hours after accident	Orig: CNO (OP-45) Cy: NAVSAFECEN NAVFAC HQ SF OSH Support Off.	NAVFACINST 5100.11

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ASBESTOS SAFETY POLICY

1. This provides established policy concerning the Officer in Charge of Construction (OICC)/Resident Officer in Charge of Construction (ROICC) quality assurance inspection on the asbestos materials' removal portion of construction contracts in compliance with the Code of Federal Regulations (CFR).
2. This policy applies to all Atlantic Division OICC/ROICC personnel responsible for the quality assurance inspections of asbestos projects.
3. The CFR requires medical examination, extensive training, personnel protective clothing, respiratory protection and medical record history for all personnel exposed to asbestos removal controlled work spaces.
4. DEFINITION - For the purposes of this Instruction, a Private Qualified Person, (PQP) is that qualified person hired by the Contractor to provide technical assistance throughout all phases of asbestos work, including worksite preparation, asbestos removal, and cleanup. This qualified person shall be a Registered Architect, Professional Engineer, Certified Industrial Hygienist, consultant, or other individual who has successfully completed training, and is therefore accredited under a legitimate State Model Accreditation Plan as described in 40 CFR 763 as a Building Inspector Contractor/Supervisor Abatement Worker, and Asbestos Project Designer, and has successfully completed the National Institute of Occupational Safety and Health (NIOSH) 582 Course "Sampling and Evaluating Airborne Asbestos Dust", or equivalent. The Qualified Person must be qualified to perform visual inspections as indicated in ASTM E 1368, and shall be appropriately licensed to perform the required asbestos functions.
5. POLICY
 - a. The CFR restricts entry into hazardous work locations and specifically addresses employee exposure without engineering control procedures. Atlantic Division construction contracts require that the contractor perform the work with the support of an approved laboratory and a Private Qualified Person (PQP) that meets the above requirements. The quality assurance portion of the work should be accomplished without exposing OICC/ROICC personnel.
 - b. The Naval Facilities Engineering Command guide specification NFGS-13281, Engineering Control of Asbestos Containing Materials, which is currently in use on all asbestos-related contracts, provides specific guidance concerning all personnel involved during the removal process. Each contract requiring asbestos removal must identify the scope of work to be

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accomplished. All personnel, including OICC/ROICC employees, who enter the asbestos controlled work space are required by CFR 1926.1101 to satisfactorily complete a medical examination, and a minimum of 16 hours training covering asbestos hazards, safety and health precautions, respiratory protection, personal protective equipment, and the safe handling of asbestos materials. In addition, current asbestos regulations require that records of all employee exposures to asbestos be maintained.

c. The contractor is responsible to perform the work required within the contract including inspection, employee training and certifying records to the OICC/ROICC's designated authority. Should the OICC/ROICC deem it necessary to have a Government employee enter an asbestos controlled space during removal operations, the same CFR's will apply.

d. All asbestos contracts will require OICC/ROICC approval of contractor's asbestos removal plan, a pre-removal meeting with OICC/ROICC personnel, the contractor and the approved PQP, OICC/ROICC approval of the contractor control area set up prior to removal, engineering control procedures certified by the Industrial Hygienist, final area clearance reports certifying clean up of controlled area, and submission of landfill dump tickets.

The above listed OICC/ROICC action items are not all inclusive; however, they have proven satisfactory in assuring contract compliance with the Code of Federal Regulations by minimizing personnel exposure to hazardous work areas. After the asbestos work has been completed and the work area cleaned and certified safe by the PQP, ROICC personnel should enter to conduct appropriate inspections and verify contract compliance.

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HAZARDOUS MATERIALS

1. LANTNAVFACENGCOMINST 5100.16 establishes the Command program for hazardous material control and management.
2. A hazardous material is one which is potentially dangerous and needs control to protect life, health and property. It includes flammable and combustible liquids, toxic substances, radioactive material, compressed gases, carcinogens, mutagens, teratogens, oxidizers and sensitizers; it excludes ammunition, weapons, explosives, explosive actuated devices, propellants, pyrotechnics, chemical and biological warfare materials, medical and pharmaceutical supplies and bulk fuels.
3. When hazardous materials must be obtained, the Safety and Health Office must be consulted prior to procurement. A Safety Data Sheet shall be obtained, and procedures set up for life cycle control of the material.
4. All hazardous material in use, storage or transit shall be properly marked and labeled.
5. Hazardous materials shall be stored in facilities and containers designed to give the maximum feasible protection to personnel and property.
6. All personnel exposed to hazardous materials shall be trained in use, handling and disposal of the specific materials involved, or where appropriate, in classes of material having similar properties. Persons required to use personal protective equipment shall be properly fitted and trained in its use, care and maintenance. Emergency procedures shall be set down in writing, and drills conducted as needed to make sure that the procedures are effective.

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SAFETY AND HEALTH COMMITTEE

1. Establishment. Membership: The LANTDIV Safety Committee serves as the safety and health working group. The present committee members are Codes 09K, CI52WG, BD1PS, and all assigned safety coordinators.

2. Major Functions. The Safety and Health Committee will consider multiple viewpoints and interests of groups and individuals on matters pertaining to personnel safety and health. From these considerations, new/revised policies and procedures will be considered and presented to the Safety Council for decision. Actions will be taken or initiated to improve effectiveness of the safety and health program and meet specific needs of individuals, groups and the command/activity unit as a whole.

a. Safety and Health Committee. Provides the Safety and Health Policy Council with proposed policies and program objectives; suggests or recommends measures to correct program deficiencies; finds and studies safety and health problems of the organization which need top level attention; and develops, recommends and monitors progress of solutions to these problems. Code 09K is the chairperson of the committee.

b. Supervisor's Representation: Selected Safety and Health Council meetings will include representatives from LANTNAVFACENGCOM management or supervision to sustain staff and supervisory interest and support of the program; address specific problems of concern at major organizational element levels; review mishap investigation reports, and as appropriate, develop implementing procedures for action by the Policy Council. Representatives of supervision and management shall also be requested to consider and make recommendations on ways and means of improving the effectiveness of safety and health rules, regulations, procedures, and instructions; review requirements for safeguards, safety devices, and personal protective equipment and ensure compliance with requirements; and monitor progress of safety and health action items to ensure timely completion by responsible activity codes.

c. Employee Representation: - LANTNAVFACENGCOM employees will be requested to participate in committee meetings to provide direct communication from the employee level to identify safety and health deficiencies. Other goals are to define problems at the task level, suggest measures to correct specific deficiencies; review reports of mishaps, and make recommendations to prevent recurrences.

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CONTRACT SAFETY COMPLIANCE

1. The procedures listed below are provided in accordance with the Accident Prevention Clause, and Construction Contract Clauses. The Resident Officer in Charge of Construction (ROICC) or his job site representative will notify the contractor of any noncompliance with the Corps of Engineers Safety and Health Requirements Manual, EM385-1-1, and the action to be taken.

a. Should the noncompliance create imminent danger to personnel, the hazardous operation must be stopped immediately. In addition to documentation on the Construction Representatives Report (CRR), the ROICC shall immediately confirm, by letter or telegram to the contractor, the precise cause of the ROICC action, the direction given to on-site personnel, the work affected, and that the operation is not to start until compliance is achieved. Copy of this correspondence is to be transmitted by the most expeditious means to LANTNAVFACENGCOM, Code CI52WG.

b. Should the noncompliance create an unsafe environment which does not pose imminent danger to personnel, the contractor must initially be given a specific number of days to correct the deficiency, not to exceed thirty days. If the contractor fails or refuses to comply within the period given him, and documentation is complete, the ROICC will issue a written order directing immediate abatement of the unsafe condition and informing the contractor that a "stop work" order will be issued at a specific hour of the following day unless satisfactory corrective action has been taken. Normally, only the part of the work affected by the hazardous condition need be stopped. Order may be issued by telegram, if necessary. Should a "stop work" order be necessary, a copy of this correspondence is to be transmitted by the most expeditious means to LANTNAVFACENGCOM, Code CI52WG.

c. All safety actions of the above nature must be completely documented in written direction to the contractor. Whenever possible, photographs depicting the hazardous condition should be taken.

2. In accordance with Contract Provisions, FAR 52-236-13 Accident Prevention, the ROICC may require (in writing) that the contractor remove the superintendent or the Contractor Quality Control Representative from the jobsite if they demonstrate incompetence or carelessness in effecting compliance with the safety and health requirements.

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HAZARD COMMUNICATION PROGRAM

1. ATLANTIC DIVISION POLICY

a. The purpose of this notice is to inform employees that work with hazardous materials that the Atlantic Division has complied with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, and 1926.59 by compiling a hazardous chemicals list, by using Material Safety Data Sheets (MSDS's), by ensuring that containers are labeled, and by providing employees and supervisors with training, LANTNAVFACENGCOMINST 5100.14 outlines the hazardous material control and management program and assigns individual responsibilities.

b. This program applies to all work operations at Atlantic Division Commands where personnel may be exposed to hazardous substances under normal working conditions, or during an emergency situation.

c. The Safety and Health Manager, Code 09K is the program coordinator, acting as the representative for the Commander, who has overall responsibility for the program. Code 09K will review and update the program, as necessary.

d. Under this program, employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and protective measures.

2. List of Hazardous Chemicals

The safety and health manager, Code 09K maintains a list of all hazardous chemicals and related work practices, and updates the list as necessary. The list identifies the corresponding MSDS for each chemical. The list of these chemicals will be maintained by, and is available from Code 09K in Room 200A, Building N-21.

3. Material Safety Data Sheets (MSDS's)

a. MSDS's provide specific information on the chemicals used. The safety and health offices at each component command will maintain the MSDS binder. MSDS are also available where hazardous materials are used. The supervisor is responsible for providing hazardous

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material training to employees and posting the material safety data sheets for his/her area. Code 09K will provide training assistance as requested.

b. Each Component Safety Office is responsible for acquiring and updating MSDS's. They will contact the chemical manufacturer or vendor if additional research is necessary or if a MSDS has not been supplied with an initial shipment. All new procurements for LANTNAVFACENGCOM must be validated by the safety and health manager.

4. Labels

Supervisor's will ensure that all hazardous materials are properly labeled and updated, as necessary. Labels should list at least the identification by name, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. Safety offices will refer to the corresponding MSDS to assist in verifying label information. Containers that are shipped from Atlantic Division offices must be checked by supervisors to make sure that all are properly labeled.

5. Non-Routine Tasks

When employees are required to perform hazardous non-routine tasks (e.g. liquid transfer, cleaning, spraying, etc.) a special training session must be conducted by the supervisor with assistance from the Safety and Health Office as required to inform employees of the hazards and the proper precautions to take to reduce or avoid exposure.

6. Training

a. Everyone who works with or is potentially exposed to hazardous materials must receive initial training on the Hazard Communication Standard and the safe use of hazardous chemicals. Code 09K will provide a lesson plan for hazard communication training upon request. Regular safety meetings will also be used to review the information presented in the initial training. Supervisors will be trained regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices.

b. Code 09K or Code CI52WG will review hazardous material training and provide advice on training or retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace. As part of the assessment of the training program,

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Code 09K will obtain input from employees regarding the training they have received, and their suggestions for improving it.

7. Contractor Employers

Code 09K Code CI52WG, or the responsible OICC/ROICC, will advise outside contractors of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, these individuals will be advised of the location and availability of MSDS sheets. Each contractor bringing chemicals on-site must provide the OICC/ROICC with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

8. Additional Information

All Headquarters and MIDLANT employees can obtain further information on this written program, the hazard communication standard, applicable MSDS'S, and chemical information lists at the Safety and Health office, Room 200A, Building N-21, or by calling Code 09K at (757) 322-4340, DSN 262-4340.

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CONFINED SPACE ENTRY PROGRAM

1. Program Management and Implementation - Code 09K is the LANTDIV HQ Confined Space Program Manager, (CSPM), and shall be responsible for managing and implementing program requirements. LANTDIV Components are not required to specifically appoint a certified CSPM who successfully completes NAVOSHENVTRACEN Confined Space Safety Course A-493-0030. However, this training is desirable for all Component Confined Space Program Coordinators, and each Coordinator is encouraged to complete this Course.

The names of assigned Component Confined Space Entry Coordinators are indicated in Appendix 'M' of this Instruction, and each Component is responsible for providing functional coordination and oversight of confined space issues in their area of responsibility.

2. Definitions

a. Confined Space - Any space having a limited, restricted means of egress with unfavorable natural ventilation, and which is not intended for continuous human occupancy. Confined spaces include manholes, boilers, storage tanks, sewage lift stations, underground utility vaults, tunnels, crawl spaces, and trenches more than four feet deep.

b. Less-Hazardous Confined Space - A confined space which has a proper oxygen level, (20% - 21%), contains no flammables or toxic materials or gases in the space, and presents a limited potential for the generation of conditions which would affect the health or safety of persons within.

c. More Hazardous Confined Space - A confined space of greater hazard due to abnormal oxygen levels, hazardous gases, (i.e. - flammable, toxic, poisonous, corrosive, etc.), hot work, inadequate ventilation, non-insulated live electrical parts, or other conditions which would make the space significantly more hazardous than other confined spaces, due to these conditions.

3. Program Requirements

a. LANTNAVFACENGCOM personnel are not authorized to enter more hazardous confined spaces. Only less hazardous confined spaces, as defined above, may be entered after all program requirements of this section have been met. Also, only selected tasks are authorized. Tasks requiring handling or shifting energized electrical conductors, opening/closing valves, or any other activity which exceeds the level of hazard created by confined space entry for visual observations, note-taking, etc. must be authorized by the CSPM prior to accomplishment.

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b. The cognizant Safety Office at the Activity visited will be contacted in each case and advised of your requirement for confined space entry. The services of an Activity Gas Free Engineer must be requested. The Activity must test and certify the confined space as gas free, and authorize entry. In addition, it is desirable that Activity personnel stand-by during entry to monitor conditions and provide assistance as required.

c. An entry permit similar to that on Page G-5 should be issued by the gas free engineer and posted in a conspicuous place at the point of entry to the space throughout the entry period.

d. In no case will LANTNAVFACENGCOM personnel enter confined spaces without at least one other person, who must have received confined space entry training, standing by outside of the enclosure. The stand by person shall have no other duties, should be trained in first aid and CPR, and must keep persons within the confined space in line-of-sight. It is highly desirable that the stand by person have direct radio contact with an emergency response organization (i.e. fire department, ambulance, etc.).

e. Personnel will wear Activity supplied personal monitors, when available, while in the confined space to warn of oxygen deficiency, combustible or toxic gases, etc., unless continuous monitoring of the confined space is provided. All personnel must leave the confined space immediately upon monitor activation.

f. Wearing a respirator or other personal protective equipment to compensate for known or anticipated hazardous conditions in the confined space is not authorized. The confined space must be determined to be "less-hazardous" as defined above prior to entry, and must remain so throughout the occupancy period. Otherwise, the confined space must be vacated until it can be rendered less-hazardous by improved ventilation, hazard removal, etc.

4. Training Requirements - All LANTNAVFACENGCOM personnel who must enter confined spaces as part of a job assignment, and their supervisors, must first receive training from the Confined Space Program Manager, (CSPM), a person designated by the CSPM, or Code 09K. The training shall include:

- a. An explanation of the general hazards associated with confined spaces.
- b. A discussion of confined space hazards associated with typical LANTNAVFACENGCOM operations.
- c. The reason for, proper use, and limitations of personal protective equipment.

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- d. An explanation of the permit system and other procedural requirements for conducting a confined space entry, and how to respond to confined space emergencies.
- e. Duties and responsibilities as a member of the confined space entry team.
- f. A description of how to recognize probable air contaminant overexposure symptoms to themselves and co-workers, and method(s) for alerting emergency response organizations.

In addition to initial training, the CSPM will schedule periodic confined space refresher training as deemed necessary. The CSPM will schedule and successfully complete Course Number A-493-0065, Confined Space Safety, conducted by the NAVOSHENVTRACEN or equivalent.

5. Posting and Record keeping - The Activity issuing the confined space entry permit should be requested to retain the permit on file for a minimum of one year, and to provide a copy to the LANTNAVFACENGCOM CSPM upon request. Page G-5 is provided as a sample to be used during the confined space entry process and should be used by Atlantic Division employees required to enter non-hazardous confined spaces unless the entry permit issued by the local activity contains all indicated information.

6. Gas-Free Instrument Calibration - Instruments shall be maintained in good operating condition. Instruments shall be calibrated in accordance with manufacturer's instructions, proper operation of each instrument checked before and after use, and calibration records shall be maintained for each instrument.

7. Contractor Operations

a. Atlantic Division OICC/ROICC personnel shall not certify contractor operations which involve confined or enclosed spaces. One exception is where failure to do so would create an extreme emergency, endangering personnel and/or property, in which case authorization from the Commanding Officer shall be obtained.

b. The Contractor shall be informed in writing that he retains legal obligation for inspections and testing required to ensure the safety of Contractor personnel, and that Contractor personnel will not be permitted to enter confined spaces until testing by the Contractor's Competent Person, using appropriate equipment, is completed and documented. It is the

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Contractor's responsibility to provide the entry permit for all Contractor and Navy personnel required to enter confined spaces as part of a Contractor operation. However, where Contractor and LANTNAVFACENGCOM personnel are to occupy the same confined space, the space shall also be gas freed by Navy Gas Free Engineering personnel.

c. In all cases involving contractor operations, the Contracting Officer shall inform the appropriate contractor that the contractor's confined space entry personnel shall be adequately qualified. Also, that all operations are to be conducted in accordance with the provisions of this appendix, as well as with all other statutory or regulatory requirements, since Navy personnel and facilities may also be at risk.

d. Atlantic Division personnel are not authorized to provide confined space training to contractor personnel. Activities must advise contractors of any known confined space hazards, and of any procedures implemented for the protection of Navy personnel. Entry operations shall be coordinated with the Contractor when both Navy and contractor personnel will be working in or near permit-required confined spaces.

DAILY CONFINED SPACE ENTRY PERMIT

Date _____ Time _____

Location of work _____

Description of work _____

Prime Contractor _____
Name _____ Phone Number _____

Blank and/or disconnect all piping _____

Electrical lockout _____

Mechanical lockout _____

YES	NO	N/A

Atmospheric Gas Test:

Oxygen _____
Reading _____

Flammability _____
Reading _____

Toxicity: _____
Type of Material _____
Reading _____

Type of Material _____
Reading _____

Type of Material _____
Reading _____

CHECK ONE

☐ **SAFE** For Personnel - **NOT** Safe For Hot Work

☐ **SAFE** For Personnel - **SAFE** For Hot Work

Tests performed by _____
Signature of Qualified Person _____

Phone Number _____

Contractor _____
Signature _____

Special requirements, e.g. Personal protective equipment, ventilation, fire protection, tools, communication, continual monitoring, etc. _____

POST IN A CONSPICUOUS PLACE CLOSE TO ENTRANCE. COPY TO ROICC

Appendix G

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RESPIRATORY PROTECTION PROGRAM

1. Purpose. To establish and execute an Atlantic Division Respiratory Protection Program meeting the requirements of 29 CFR 1910.134 and OPNAVINST 5100.23.

2. Program Responsibilities.

a. The Respiratory Protection Program Manager, (RPPM), at EFA CHES is the Code 05 Construction Safety Specialist. For all other Atlantic Division Components, the HQ/MIDLANT Code 09K is the RPPM. RPPM's shall ensure that the following functions are performed:

1) Provide all Respiratory Program employees training in the selection, use, care, fit testing, and limitations of respirators. Training will be conducted annually for both Program employees and their supervisors.

2) Provide written Standard Operating Procedures, (SOP's) on the selection, care, issuance, and use of respirators.

3) Assure that only respirators jointly approved by the National Institute for Occupational Safety and Health, (NIOSH) and Mine Safety and Health Administration, (MSHA) are issued, and that employees have been medically qualified to wear a respirator.

4) Maintain a record of all employees medically qualified to wear a respirator. Also, maintain a respirator status chart showing the respirator type, brand name and model, test date, and name of tester for all employees that are issued a respirator.

The immediate supervisor of an employee in the Respiratory Protection Program shall inspect each respirator, ensure that they are clean, disinfected, and properly stored, and shall not permit respirator use until all program requirements have been met.

b. Atlantic Division operations and personnel have been evaluated by servicing BUMED Offices, and it has been determined that no operations/personnel are required to maintain full active status in the Atlantic Division Respirator Program. It is the policy of the Atlantic Division not to expose our personnel to hazardous work environments where respiratory protection is required without a review by both the RPPM and the BUMED Industrial Hygienist.

Special emphasis is placed on Atlantic Division employees staying out of hazardous work environments where respiratory protection is required. Exceptions to this rule may be granted only by the employee's supervisor and the RPPM, and only after exhausting all other alternatives. These

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alternatives may include third party verification, using video or photographic equipment, making observations from outside the hazardous areas, etc. If it is essential for a Program employee to enter a space which requires respiratory protection, then all Program requirements shall be met, including fit-testing, training, and a current respirator medical evaluation. No employee shall be issued a respirator until the RPPM determines that all Program requirements have been met.

c. The employee wearing a respirator shall:

- 1) Follow the SOP for respirator use, (i.e. inspection, cleaning, and storage)
- 2) Ensure a good face piece to face seal is not obstructed by a beard, etc.
- 3) Retain custody of the respirator only when in an "active" status, and perform respirator maintenance as required.
- 4) Report respirator loss or misplacement to their supervisor.

3. Respiratory Protection Program Requirements

Atlantic Division Industrial Hygiene Surveys identify which employees require enrollment in the Respiratory Protection Program. However, since Atlantic Division employees typically do not use respirators frequently, all Respirator Program employees will normally be maintained in an "inactive" program status. If these employees have been assigned a respirator for their individual use, that respirator shall be stored at a central, secure location in the custody of either the Respiratory Protection Program Manager, (RPPM), or the designated respirator coordinator. For Respiratory Program "inactive" employees, medical evaluations, fit testing, and training requirements will be as follows:

a. Medical Evaluations - Regular medical evaluations are not required for employees in an "inactive" program status. However, employees who request reactivation must provide the RPPM with evidence of a current respirator physical.

b. Fit - Testing - All Component Command Safety Offices shall have access to approved fit-testing equipment which will be used to test employees when they need to be transferred from "inactive" to "active" program status.

c. Training - The RPPM shall provide annual training to all employees in an "active" program status, and periodic training to all other program employees.

It is emphasized that employees in an "inactive" status are prohibited from entry into any space requiring respiratory protection. Employees assigned to projects where respiratory

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protection is required must contact the RPPM and advise of project hazards so that appropriate respiratory protection can be selected for fit-test.

4. Types of Respirators:

a. Air-Purifying Respirators: These respirators clean contaminated air before it enters your breathing zone. Replaceable cartridges can be used to filter out dusts, mists, and fumes, and these must be changed when breathing becomes difficult or contaminant odors are detected.

b. Supplied-Air Respirators: These supply breathable air from an outside source to protect against all respiratory hazards. This provides air into the face piece through a pressurized air hose. These are not to be used in oxygen deficient atmospheres because air hoses may be cut or damaged. Standard shop air is not to be used. Only tested quality breathable air is to be used.

c. Self-Contained Breathing Apparatus (SCBA): These respirators supply air from a source carried by the user. They protect against all respiratory hazards and may be used in oxygen deficient atmospheres. There is a limited supply of air so they are normally used only for short periods.

5. Evaluation of Respirator Hazards: Air monitoring shall be used to identify and quantify airborne levels of hazardous substances and health hazards in order to determine proper respiratory protection.

6. Respirator Selection: In selecting the correct respirator for a given circumstance, the following factors must be taken into consideration:

a. Nature of the Hazard: In order to make subsequent decisions, the nature of the hazard must be identified to ensure that an overexposure does not occur. The following considerations must be included in this identification:

1) Oxygen Deficiency:

a) NIOSH/MSHA approval for supplied-air and air-purifying respirators is valid only for atmospheres containing greater than 19.5% oxygen. If it is determined that an oxygen deficient atmosphere may exist, then selection must be made between a pressure-demand self-contained breathing apparatus (SCBA) or a pressure-demand airline respirator with escape provision.

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b) If oxygen deficiency is not an issue, then the contaminant(s) and their concentration(s) must be determined.

2) Physical Properties of the Hazard: Physical properties to be considered include physical state, particle size, molecular weight, and vapor pressure.

3) Chemical Properties of the Hazard: Chemical properties include solubility in water and other liquids, reactivity with other chemicals, and hazardous decomposition products.

4) Physiologic Effects on the Body: Determine the toxicological (including synergistic) effect on the body in terms of eye irritation, skin absorption, and any adverse effects on olfactory sense

b. Actual Concentration of a Toxic Compound: If a measurement has been made, then this is extremely useful information because bounds are established for the degree of protection necessary. This is to be used in conjunction with permissible exposure limits to select the correct respirator.

c. Permissible Exposure Limits (PEL): The permissible exposure limits (time-weighted average or ceiling value) may be used to establish proper selection. The concentrations and PEL are compared to protection factors assigned to certain types of respirators.

d. Warning Properties: If an air-purifying respirator is to be used for protection against gas or vapor contaminants, then there must (with limited exceptions) be suitable warning properties of contaminant breakthrough or respirator malfunction.

1) Adequate warning properties can be assumed when the odor, taste, or irritation effects of the substance are detectable and present at concentrations at or below the PEL.

2) If the odor or irritation threshold of a substance occurs at concentrations greater than three times the PEL, this substance should be considered to have poor warning properties.

3) If the odor or irritation threshold is somewhat above the PEL (but not in excess of three times the limit) and there is no ceiling limit, determine whether an undetected exposure in this concentration range could cause serious or irreversible health effects. If not, the substance is

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considered to have adequate warning properties. In such a situation, it is expected that environmental concentrations will vary considerably, and warning of respirator failure would therefore soon be perceived at contaminant concentrations somewhat above the PEL.

4) It is important to realize the 30 CFR 11, NIOSH/MSHA approvals for respirators, generally do not apply to gases or vapors with poor warning properties except where the device is equipped with an end-of-service life indicator (e.g. carbon monoxide). However, OSHA standard 29 CFR 1910.134(b) (11) may permit such a use for a specific gas or vapor where approved respirators are not available (e.g., vinyl chloride, acrylonitrile).

7. Procedures for Obtaining Respiratory Equipment: All respirators are to be issued by the supervisor, or person designated by the supervisor to issue the respirator.

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RESPIRATORY PROTECTION PROGRAM STANDARD OPERATING PROCEDURES

1. Respirators shall be selected on the basis of the hazards to which the worker is exposed.
 - a. The selection of the proper type of respirator shall be based upon:
 - 1) The nature of the hazardous operation or process
 - 2) The type of respiratory hazard (including physical properties, physiological effects on the body, concentration of toxic material or airborne radioactivity level, and the established immediately dangerous to life or health concentration for toxic materials.
 - 3) The period of time for which respiratory protection must be provided
 - 4) The activities of the workers in the hazardous areas.
 - 5) The physical characteristics and limitations of the various types of respirators.
 - 6) Respirator protection factors.
 - b. There are various types of respirators available with certain capabilities and limitations. These different types range from disposable dust masks to self-contained breathing apparatus. Proper selection is based on the physical, chemical, and toxic properties of the air contaminant, on the concentration likely to be encountered; and on the amount of oxygen present. The quality of fit and the nature of work being performed also affect the choice of respirators. The LANTNAVFACENGCOM Safety and Health Offices shall control the selection of respirators.
2. The user shall be instructed and trained in the proper use of respirators and their limitations.
 - a. Respirators shall not be issued to individuals, (including contractors and visitors), who have not received respirator training. Fit testing for each trainee will be accomplished. The extent and frequency of worker training depends primarily on the nature and extent of the hazard. As a minimum, both workers and supervisors shall be trained in basic respirator practices. Respirators are effective only when they are acceptable to the worker and worn by him or her. Because proper use depends especially upon the wearer's motivation, it is important that the need for the respirator be explained fully.

Appendix I

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- b. The respirator training program shall include explanation and discussion of:
 - 1) The respiratory hazard and what happens if the respirator is not used properly.
 - 2) The engineering and administrative controls being used and the need for respirators to provide protection.
 - 3) Why the respirator is the proper one for the purpose.
 - 4) Instruction on the respirator's capabilities and limitations, a discussion of the parts of the device, and the function and possible malfunction of each part.
 - 5) The method of donning the respirators and checking its fit and operation. This includes training in actual use and a test of the facepiece-to-face seal. The conditions which may possibly prevent a satisfactory seal include long sideburns, a beard, eyeglass temples, absence of dentures, etc. If the conditions preventing a satisfactory seal cannot be corrected or eliminated, the worker shall not be assigned to any area requiring routine or emergency use of respirators.
 - 6) The proper maintenance of the respirator. The individual assigned a respirator has primary responsibility for its care and maintenance.
- 3. Where practical, the respirators shall be assigned to individual workers for their exclusive use.
- 4. Each respirator permanently assigned to an individual shall be durably marked to indicate to whom it was issued. This mark shall not affect the respirator performance in any way.
- 5. Respirators shall be cleaned and disinfected after each use. The following procedures shall be utilized for respirator cleaning and disinfection:
 - a. Remove and discard any filters, cartridges, or canisters.
 - b. Wash facepiece and breathing tube in detergent and warm water (120° F) utilizing a soft brush to facilitate removal of dirt. After washing, the respirator shall be soaked in a disinfectant solution for the length of time recommended by the cleaning solution manufacturer.
 - c. Rinse completely in clean, warm water.

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- d. Air dry in a clean area.
- e. Clean out other parts as recommended by the manufacturer of the respirator.
- f. Inspect valves, headstraps, and other parts and replace with new parts if defective.
- g. Place facepiece in a plastic bag or container for storage in an assigned respirator storage area.
- h. Insert new filters, cartridges, or canisters prior to use; making sure the seal is tight.

NOTE: The use of an automatic dishwasher, with the water temperature set between 120-140°F, is an acceptable method for cleaning and disinfection; this procedure may be substituted for steps (b.) and (c.).

6. Respirators shall be stored in a convenient, clean, and sanitary location. Routinely used respirators, such as dust respirators, shall be placed in plastic bags when not in use and stored in cabinets at convenient locations in the work area in order to protect against dust, sunlight, extreme temperatures, excessive moisture, or damaging chemicals.

7. Respirators shall be inspected during cleaning. Respirators for emergency use, such as self-contained breathing apparatus, shall be inspected thoroughly at least once a month and after each use.

a. Substitution of parts from a different brand or type of respirator invalidates approval of the device. Therefore, individuals assigned a respirator must not make repairs and adjustments beyond the manufacturer's recommendations, unless they have been specially trained by the manufacturer.

b. All equipment shall be inspected before and after use. Emergency equipment shall be inspected at least monthly by the person assigned custody of the equipment to assure that it is in satisfactory working condition. The general inspection check list should include:

- 1) Tightness of connections
- 2) Condition of facepiece, straps, connecting tubes, and canisters;

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3) Condition of exhalation and inhalation valves. If the sides of the exhalation valve gap even slightly, a new valve shall replace the old one.

4) Pliability and flexibility of rubber parts. Deteriorated rubber parts shall be replaced.

5) Condition of lenses of full face respirator. Damaged lenses shall be replaced or respirator sent to the manufacturer.

6) Proper functioning of regulators and warning devices.
All respirator inspections shall be performed by the individual respirator user.

8. Persons shall not be assigned to tasks requiring the use of respirators unless it has been determined that they are physically able to perform the work and use the equipment.

Since the use of a respirator tends to increase the employee's overall workload, a medical examination is required. No respirator will be issued to any employee until it has been determined that the employee's medical evaluation is current.

9. There shall be regular evaluations to determine the effectiveness of the program.

Action shall be taken by the Respirator Program Manager to correct any defects found in the program. The findings of the respirator program evaluation shall be documented and this documentation shall list plans to correct faults in the program and target dates for the implementation of the plans.

10. Records of respirator fit testing shall be kept by the Respiratory Protection Program Manager for at least the duration of employment. These records shall include the type of respirator fit testing used, the specific make and model of respirator tested, the name of person tested, the name of the test operator, the date of testing, and the results of the respirator fit testing.

11. Only respirators approved and listed by the National Institute of Occupational Safety and Health (NIOSH) or the Mine Safety and Health Administration (MSHA), shall be used and purchased for use.

12. Supplied breathing air shall meet at least the requirements of the specification for Grade D breathing air as defined in Chapter 15 of OPNAVINST 5100.23B.

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BACK INJURY PREVENTION AND CONTROL PROGRAM

1. Background.

a. A review of civilian occupational injury claims records for the Department of the Navy reveals that nearly a third of all lost time claims are related to back injuries.

b. All components of the Atlantic Division are responsible for payment of injury compensation costs associated with their civilian employees. Costs associated with back injuries have traditionally been high, with long recovery periods required in many cases. Prevention of back injuries is now a Special Interest Item for all Command and Inspector General Audits and Oversight Inspections.

d. The fact that most back injuries can be avoided through physical conditioning, training, and correct lifting techniques makes it imperative that each manager and supervisor support and implement the Back Injury Prevention Program.

2. Discussion.

a. A generally recognized "action level" for unassisted lifting is forty (40) pounds. The 40 pound figure is not intended to be an upper load limit beyond which a lift cannot be made. Rather, a lift of 40 pounds or less should be considered a task that most adult employees can perform with normal precautions taken. (Proper body position, correct technique, requesting assistance as necessary, etc.) Repetitive lifts or transfer of loads exceeding 40 pounds require manager/supervisor review. This review must indicate that personnel are qualified and properly trained for these tasks, prior to job assignment.

b. It should be recognized that certain employees may have difficulty lifting lighter loads due to physical characteristics, previous back problems, or poor health. These employees should advise their supervisors of these physical limitations. This will allow appropriate decisions regarding job assignments to be made.

3. Policy. It is the policy of this Command to create a work environment that ensures productivity, readiness, and reduces back injury costs through programs of good health, maintenance, and the prevention of injuries.

Appendix J

J-1

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4. LANTNAVFACENGCOM Program Goal. To continually reduce the number of cases and lost time days attributable to back injuries, and to eliminate repetitive back injury cases.

5. Action.

a. Code 09K will serve as the coordinator of this program and will provide training guidance and information to LANTNAVFACENGCOM supervisors and employees.

b. Managers and supervisors shall review the physical requirements for the positions under their control and advise HRO of those positions which require lifting/transfer of loads in excess of 40 pounds on a routine basis (i.e. several times per day).

c. Personnel shall not be assigned to fill the above positions until a pre-placement examination program, including medical exam, has been accomplished.

d. LANTNAVFACENGCOM employees that are routinely required to lift and transfer moderate-heavy loads as part of their jobs, and their supervisors, shall receive back injury prevention training at least annually. Training shall include lifting techniques and back care, including physical fitness.

e. New employee orientation will include safety instruction which emphasizes back injury prevention.

f. Office relocations, renovations, etc. shall make use of available mechanical handling equipment as required.

g. Supervisors shall monitor their areas for safe working/walking surfaces and encourage their employees to wear sensible footwear to minimize the possibility of slips, trips and falls. Any spills will be cleaned up promptly, and potential trip hazards must be eliminated. Small step ladders should be made available for access to high storage. Employees shall not be allowed to stand on chairs or other unstable surfaces.

h. Personnel with a known history of back problems or injury compensation claims should not be assigned to tasks that may aggravate an existing condition.

i. Supervisors are encouraged to recommend suitable work for light duty candidates. This duty may be tailored to the employee, and may include part time work, job restructuring, etc.

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The goal is to allow the employee to maintain job continuity and production while gradually returning to full duty status.

j. Supervisors shall select office furniture and office layouts which will allow assigned tasks to be accomplished without excessive bending, twists, or turns.

k. The use of a single employee to perform moderate-heavy lifting without others present shall be avoided. Personnel shall be instructed to request assistance before attempting to lift or transfer a heavy load.

l. Supervisors shall advise Code 09K of all positions under their control which will require back injury prevention training and the dates that this training is performed. Code 09K will serve as training coordinator and provide guidance and information.

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CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS		1. DEPARTMENT OF ESTABLISHMENT, BUREAU SYMBOL OR OFFICE Atlantic Division, Naval Facilities Engineering Command, Norfolk, VA 23511-6287		2. VOUCHER NUMBER	
				3. SCHEDULE NUMBER	
Read the Privacy Act Statement on the back of this form.					
4. CLAIMANT	a. NAME (Last, first, middle initial) DOE, JOHN		b. SOCIAL SECURITY NO. 123-45-6789		5. PAID BY
	c. ADDRESS (Include Zip Code) 123 Mary Way, Norfolk, VA 23511		d. OFFICE TELEPHONE NUMBER 444-9763		
	e. OFFICE ADDRESS (Include Zip Code) Atlantic Division Naval Facilities Engineering Command Norfolk, VA 23511-6287				
6. EXPENDITURES (If have claimed in col. 6a, attach charge for one person, show in col. 6b the number of additional persons which accompanied the claimant.)					
DATE	DESCRIPTION OF EXPENDITURE (Show appropriate code in col. 6a) A—Local travel B—Telephone or telegraph, or C—Other Expenses (describe in greater detail) MILEAGE (attach supporting documents in separate sheet)	RELEASE RATE	AMOUNT CLAIMED		
BY	NO. OF MILES	NO. OF RELEASES	MILEAGE	FARE ON TOLL	OTHER
C	Reimbursement for Safety Shoes LAW 1ANNAFACENGCOMINST 5100.17				
	Office Code/Location				
	Job Order Number	Work Center			
	Amount Paid \$99.95				
	Amount Allowed \$90.00				\$90.00
	Receipt from W. E. Burroughs Co., Inc., dated 2/16/90				
	ANSI certification attached.				
	APPROVED:				
	Safety and Health Specialist				
If additional space is required continue on the back.			SUBTOTALS CARRIED FORWARD FROM THE BACK		
7. AMOUNT CLAIMED (Total of col. 6b, 6c and 6d) \$			TOTALS		
8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 6504a).)			10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.		
Sign Original Only			Sign Original Only		
APPROVING OFFICIAL (Typed Name)			DATE		
Admin. Officer			DATE		
9. This claim is certified correct and proper for payment.			11. PAYMENT RECEIPT		
Sign Original Only			DATE RECEIVED		
AUTHORIZED CLERK (Typed Name)			DATE		
ACCOUNTING CLASSIFICATION			12. PAYMENT MADE BY CHECK NO.		

Appendix K

1104-210

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NOTE: This is Standard Form SF-1164 and is available on-line at the following address:

V/Custapps/EmpForms/EmployeeForms/Claim for Reinbursement

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Appendix K

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ATLANTIC DIVISION CRANE QUALITY ASSURANCE SPOTCHECK Date _____

(FOR ROICC QA)

	YES	NO	N/A
1. Has the operator posted a valid Crane Operating Permit?	_____	_____	_____
2. Is the lift on a pier?	_____	_____	_____
3. If on a pier, does the operator have a Waterfront Operational Permit?	_____	_____	_____
4. Does the operator understand all of the restrictions on the permit?	_____	_____	_____
5. Does the operator know the weight of the load to be lifted? (Ask!)	_____	_____	_____
6. Is the load to be lifted within the crane manufacturer's rated capacity in its present configuration? (Ask!)	_____	_____	_____
7. Is the crane level and on firm ground?	_____	_____	_____
8. Are outriggers required?	_____	_____	_____
9. Are outriggers fully extended and down, with the crane load off the wheels?	_____	_____	_____
10. Is the entire surface of the outrigger pad supported, and is the cribbing material of sufficient strength to safely support the outrigger pad?	_____	_____	_____
11. Is the swing radius of the crane counterweight clear of personnel and obstructions, and are accessible areas within the swing area barricaded?	_____	_____	_____
12. Will the hook be centered over the load?	_____	_____	_____
13. Will crane boom side loading be prohibited?	_____	_____	_____
14. Will the load be secured and balanced in the sling or lifting device before it is lifted more than a few inches?	_____	_____	_____
15. Will the lift and swing path be clear of obstructions?	_____	_____	_____
16. If rotation of the load being lifted is hazardous, is a tag line used?	_____	_____	_____
17. Will personnel be prevented from passing under the load?	_____	_____	_____
18. Will the crane operator's attention be diverted?	_____	_____	_____
19. Will proper signals be used at all times?	_____	_____	_____
20. Will starts and stops be made in a smooth, fluid motion?	_____	_____	_____
21. If operating in the vicinity of electrical power lines, are the rules and guidelines for safe clearance understood and adhered to?	_____	_____	_____
22. If required, has a critical lift plan been developed?	_____	_____	_____
23. Has operator met the qualification requirements of USCAE, Appendix G?	_____	_____	_____
24. Is a current OSHA crane certification available on the site?	_____	_____	_____
25. Has the crane met performance test requirements?	_____	_____	_____
26. Has the contractor performed the periodic inspection required by USCAE, Appendix H prior to using the crane on site?	_____	_____	_____
27. Is the contractor performing daily startup inspections?	_____	_____	_____
28. Has an Activity Hazard Analysis been submitted & reviewed with workers?	_____	_____	_____
29. Is the crane equipped with <u>anti two-block</u> and <u>load indicating</u> devices?	_____	_____	_____

Name of Contractor _____ Crane Operator's Name _____
 Crane Type _____ Location _____

NOTES: _____

(Do not allow unsafe crane procedures ! All checklist items must be addressed prior to continued crane operation)

Appendix L

ATLANTIC DIVISION NAVFACENGCOMINST 5100.17A

ATLANTIC DIVISION SAFETY RESPONSIBILITIES MATRIX

(Each Component Commanding Officer is responsible for the safety of their personnel, work areas, and operations)

ATLANTIC DIVISION COMPONENT

<u>SAFETY PROGRAM ELEMENT</u>	<u>LANTDIV HQ AND MIDLANT</u>	<u>EFD NORTH</u>	<u>EFA CHES</u>	<u>EFA MED</u>	<u>OICC NAPLES, ITALY</u>
Full-time Safety Professionals & Primary Safety Coordinators	M. P. Clark, Code 09K W.J. Garrett, Code CI52WG	E.V. Zgleszewski Code 09K B.A. Feldman, Code 09K1	M.P. Clark L. Goforth, Code 05K P.A. Judson, Code 5G	W.R. Kornafel, Const. Safety W.F. Buchanan Const. Adv.	G. Damaschi Safety Coordinator
Prepare Safety Instructions & Guidance	Note 1	Note 1	Note 1	Note 1	Note 1
Safety Training – HQ and Field Office Employees	M.P. Clark W.J. Garrett C.L. Hiddemen	Note 2	M.P. Clark L. Goforth	Note 2	Note 2
Construction Safety Training Program	W.J. Garrett W. Baer M. Seoane W. Owen R. Nix	E.V. Zgleszewski B. Feldman N. Price & ROICC Safety Coords.	L. Goforth and ROICC Safety Coords.	W.R. Kornafel, W. Buchanan, & ROICC Safety Coords.	G. Damaschi with Assistance From EFA MED Safety Office
Hazardous Material Control/Mgt.	Note 3	Note 3	Note 3	Note 3	Note 3
Confined Space Entry	M. P. Clark W.J Garrett	M.P. Clark E.V. Zgleszewski B. Feldman	L. Goforth M.P. Clark	Note 4	Note 4

ATLANTIC DIVISION NAVFACENGCOMINST 5100.17A

ATLANTIC DIVISION COMPONENT

<u>SAFETY PROGRAM ELEMENT</u>	<u>LANTDIV HQ AND MIDLANT</u>	<u>EFD NORTH</u>	<u>EFA CHES</u>	<u>EFA MED</u>	<u>OICC NAPLES ITALY</u>
Respiratory Protection	M. P. Clark W.J. Garrett C.L. Moore, Code EVA	M.P. Clark E.V. Zgleszewski B. Feldman	L. Goforth	Note 5	Note 5
Fall Protection	W.J. Garrett	Note 6	Note 6	Note 6	Note 6
System Safety	M.P. Clark Paul Schember, Code BD1PS	E.V. Zgleszewski	A.G. Liverman, Code CH-22 L.Chernikoff, Code CH-12	R.A. Daley MED Code N4	R.A. Daley
Environmental Safety & Health	M. P. Clark W.J. Garrett P.N. Smith C.L. Moore	E.V. Zgleszewski B. Feldman C. Mayer	L. Goforth M.P. Clark T. Zagrobelny	W.R. Kornafel W. Buchanan K.W. Stigile,	G. Damaschi w/ assistance from EFA MED
Asbestos Control Program	T.E. Knight, Code EV-11 S.M. Hauser, Code CI461 M.P. Clark W.J. Garrett	T.F. Snyder, Code EV T. Stephan, Code EV E.V. Zgleszewski	L. Goforth	W.R. Kornafel	W.R. Kornafel
Ergonomics Program	M.P. Clark W.J. Garrett E.W. Cofer, Code CI41D	E.V. Zgleszewski B. Feldman D.M. Turino	L. Goforth M.P. Clark G.E. Kirlin K.E. Holt	W.R. Kornafel Note 7	Note 7
Federal Employees Compensation Act, (FECA) Program	B.L. Horne, Code FM1 M.P. Clark V.M. Barnes, HRO Norfolk	E.V. Zgleszewski B. Feldman HRO Philadelphia	D.P. Crowley CHES SG M.P. Clark WNY HRO Office	Servicing HRO Offices at EFA MED Host Commands	Servicing HRO, Naples, Italy
Safety Policy Council & Committee Coordination	M.P. Clark	E.V. Zgleszewski	M.P. Clark	W.R. Kornafel W.F. Buchanan	G. Damaschi & EFA MED Safety Office

NOTES FROM LANTDIV "SAFETY RESPONSIBILITIES MATRIX"

Note #1 - M.P. Clark and W.J. Garrett have primary responsibility for issuing safety instructions, notices, etc. Components issue addendums, special safety bulletins, and provide additional guidance as required.

Note #2 - Each Component Command has primary safety training responsibility, with assistance from the LANTDIV Headquarters' Safety Office as requested.

Note #3 - Each Component Safety office is responsible for their Hazardous Material Management and Control Program, including periodic inspections, and maintaining a complete Authorized Use List and Material Safety Data Sheets for all hazardous materials. LANTDIVINST 5100.16 provides program requirements and guidance.

Note #4 - M.P. Clark serves as the overall LANTDIV Confined Space Entry Program Manager, with assistance from Component Safety Managers and Construction Safety Specialists as indicated. Each Component is responsible for local program oversight and implementation.

Note #5 - M.P. Clark acts as the overall LANTDIV Respiratory Protection Program Manager, with assistance from Component Safety Managers and Construction Safety Specialists as indicated. W.J. Garrett acts as the Respirator Program Coordinator for EFA MED and OICC/ROICC offices.

Note #6 - W.J. Garrett is the LANTDIV Fall Protection Coordinator and provides fall protection guidance and consultation services. Component Command Safety Offices are responsible for fall protection equipment local procurements, program oversight, and implementation.

Note #7 - M.P. Clark serves as the Atlantic Division Ergonomics Program Administrator and, along with Component Command Interior Designers, provides Program guidance and ergonomic assist visits as requested.

